

## STUDENT DRIVING PERMIT APPLICATION

All high school students are required to use school buses, provided at no cost, both to and from the HFM Career and Technical Center. Limited parking spaces are reserved for faculty, staff, and adult students. There are a limited number of permits available to high school students who have special circumstances and have excellent attendance and classroom behavior, satisfactory grades, and arrive on time.

**DRIVER'S NAME:** \_\_\_\_\_ **CTE PROGRAM:** \_\_\_\_\_ **am pm**  
(Circle one)  
**HOME SCHOOL:** \_\_\_\_\_ **FOR DATE(S):** \_\_\_\_\_  
**PURPOSE:** \_\_\_\_\_

**NEED NOTE FROM EMPLOYER**

### DRIVER AND VEHICLE INFORMATION (Please Print neatly)

**YEAR:** \_\_\_\_\_ **COLOR:** \_\_\_\_\_ **MAKE:** \_\_\_\_\_ **MODEL:** \_\_\_\_\_ **TYPE:** \_\_\_\_\_

**VEHICLE PLATE NO.** \_\_\_\_\_

### REGULATIONS

1. Student will drive vehicle to the Career and Technical Center (CTC) only with permission of the student's CTE program instructor, student's parent/guardian, and the home school administrator.
2. The student will submit the completed, signed form to the CTE Main Office.
3. The student will not be allowed to drive on campus until they have been issued the driving permit.
4. The student will maintain excellent attendance, classroom behavior and satisfactory grades.
5. **Student will have NO passengers in their vehicle at any time.**
6. If it occurs, the student will report any damage to HFM BOCES property to school officials.
7. Student will arrive on time for class.
8. The student will drive slowly and cautiously, following all traffic safety rules and regulations.
9. The student will park in designated parking areas.
10. The student will depart from CTE after all buses have left CTE unless directed by school staff to do otherwise.
11. Allow school officials and/or law enforcement personnel to search my vehicle.
12. **Violators of any of these regulations may result in loss of the driving privilege.**

**Note: The HFM BOCES is not responsible for any vehicle damage or theft.**

**I pledge that all information provided is true. I understand that I am not to drive my vehicle until I have received my parking permit. I also acknowledge and agree to all of the above terms for the privilege of the student driving permit.**

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**THE CAREER AND TECHNICAL CENTER OR THE HOME SCHOOL RESERVES THE RIGHT TO REFUSE APPROVAL OF THIS PERMIT.**

**EMPLOYMENT**

Employer's Name \_\_\_\_\_

Employer's Address \_\_\_\_\_

Employer's Phone Number \_\_\_\_\_

Work Days: \_\_\_\_\_ Work Hours: \_\_\_\_\_

**EDUCATION RELATED**

Describe the need:

\_\_\_\_\_  
\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone Number \_\_\_\_\_

**APPROVAL SIGNATURES: (Follow Steps in Order)**

**PARENT/GUARDIAN**

I hereby give permission for my son/daughter to drive a private vehicle to the Career and Technical Center, understanding the above conditions, and relieve the HFM BOCES of any responsibility for damage or theft.

\_\_\_\_\_  
**Parent/Guardian Signature** **Date**

**CAREER AND TECHNICAL TEACHER**

The above student is applying for a permanent driving permit. Please verify that the student has:

\_\_\_\_\_ Excellent Attendance – specify if needed \_\_\_\_\_

\_\_\_\_\_ Excellent Classroom Behavior – specify if needed \_\_\_\_\_

\_\_\_\_\_ Satisfactory Grades – specify if needed \_\_\_\_\_

\_\_\_\_\_  
**Signature of Career and Technical Instructor** **Date**

**HOME SCHOOL ADMINISTRATOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**HFM CAREER AND TECHNICAL CENTER**

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Parking Area: \_\_\_\_\_

Parking Space: \_\_\_\_\_

Expiration Date \_\_\_\_\_

**CTE PRINCIPAL SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_