PARKING RULES AND REGULATIONS
2016-2017

Who Qualifies?

Semester parking permits are issued to eligible seniors and students with approved internships and off-site programs.

1. Seniors must have no obligations and have paid their class dues.

2. Underclassmen must be in an approved program and have no obligations.

3. Students without a semester parking permit may be issued a 1-day temporary parking pass up to two days each month. The number of temporary passes is limited, and these passes are given on a first come-first served basis. **Temporary passes must be processed prior to the day a student is driving to school. Students will not be able to obtain a same-day temporary pass.**

What do I need?

Prior to receiving a parking permit or temporary pass, students must bring in the following documents to room V204:

- Current vehicle insurance*

  *Students participating in an internship and/or off-site program must provide a current insurance binder with vehicle, student name, dates of coverage, and coverage amounts listed. In addition, liability coverage for bodily injury must be at least $100,000 per person and $300,000 per accident.

- Current vehicle registration

- Current driver’s license

- $5 fee per semester for permits

What if I drive a different car to school?

If a student with a parking permit needs to drive a different vehicle to school, he/she must bring all registration and insurance documents for that vehicle to room V204 between 7:00 and 7:25 am to receive a temp pass for the day.

How do I get my permit or temporary pass?

If all paperwork has been received and approved, students eligible for a parking permit can pick up a permit at the start of each semester. The cost of a parking permit is $5.00 per semester. Temporary passes (two per month) can be processed in room V204. To receive a temporary pass, students must have their driver’s license, vehicle insurance and registration on file. **Temporary passes must be processed prior to the day a student is driving to school. Students will not be able to obtain a same-day temporary pass.**

**Driving to school is a privilege. Abuse of this opportunity may result in the loss of parking privileges for the school year. Disciplinary consequences include:**
All students

Tardiness to school (based on semester) – Permitted drivers are expected to arrive on time to school. Students, who are excessively tardy to school, will meet with the Dean regarding potential loss of parking privileges.

Parked in an unauthorized area or without a valid parking pass
1<sup>st</sup> – 1 hour detention
2<sup>nd</sup> – parking ticket issued by the School’s Resource Officer or 2 hour detention
3<sup>rd</sup> – vehicle towed

Parked in handicap area without a handicap placard
1<sup>st</sup> – parking ticket issued by the School’s Resource Officer and vehicle must be moved
2<sup>nd</sup> and subsequent – vehicle towed

Parked on school grounds with alcohol, drugs, tobacco, or chewing tobacco in vehicle
1<sup>st</sup> – suspension from school and may result in loss of parking for 1 week
2<sup>nd</sup> – suspension from school and loss of all parking privileges

Parked at school with wrong vehicle, expired registration, insurance, or license
1<sup>st</sup> – warning (vehicles receiving a violation sticker)
2<sup>nd</sup> – 1 hour detention and loss of parking permit until documents are brought in
3<sup>rd</sup> and subsequent – parking ticket issued by the School’s Resource Officer and/or towed

In all cases, the dean will make the final decision regarding parking permits and disciplinary consequences. When parking at Salem High School, it is the student’s responsibility to provide room V204 with updated vehicle registration and insurance.

Front-View of Vehicle