

Middle Bucks Institute of Technology

Student Automobile Registration Application

FOR OFFICE USE ONLY

Sending School/Grade

Student Name

Address

City, State, Zip

Date of Birth

Program/Session (A-AM / B-PM)

Driver's License Number
(copy of license attached)

Permit Number: _____

Date issued: _____

Issued by: _____

Space Number: _____

Home Phone Number

Application is hereby made for registration of the following automobile(s) to be operated and parked by me on the property of Middle Bucks Institute of Technology.

Vehicle #1		Vehicle #2	
Make:		Make:	
Model:		Model:	
Year:	Color:	Year:	Color:
License Plate #:		License Plate #:	

STATEMENT OF NEED

Permission to register an automobile may be granted when a need to drive to and from school has been established. Check the appropriate reason for this application. Evidence or documentation to support a need must be presented with this application.

- Physically Handicapped
 Co-Op Student
 Job After School
 Dual Enrollment Student
 Adult Day Student
 Other (Explain): _____

APPLICANT'S STATEMENT

The information on this application is true and accurate to the best of my knowledge. I have read and understand the attached driving and parking rules and will comply with them. Failure to comply with any rule may result in a suspension and or revocation of driving privileges. **I understand that if I receive a parking or driving violation citation, I must pay the citation within ten school days or be subject to a detention.**

Signature of Applicant

Date

PARENT/GUARDIAN STATEMENT

I have reviewed my child's application for driving and parking on the property of Middle Bucks and information provided is true and accurate to the best of my knowledge. I have read the driving and parking rules attached and the consequences of violating those rules. I understand that by signing this application I am giving my child permission to drive to and from Middle Bucks.

Signature of Parent/Guardian

Date

HOME SCHOOL STATEMENT

I have read our student's application for driving and parking on the property of middle Bucks and the information provided is true and accurate to the best of my knowledge. I have read the driving and parking rules attached and the consequences of violating those rules. I understand that by signing this application I am giving our student permission to drive to and from Middle Bucks.

Signature of Home School Administrator

Date

Signature of MBIT Staff

Date

ISO Form Number: 2100.16	Revised Date: July, 2013
This is a controlled document. Hard copies of this document are considered uncontrolled.	

STUDENT DRIVING/PARKING RULES FOR MBIT

1. No student may operate or park any motor vehicle on the property of Middle Bucks Institute of Technology without written permission of the administration. Permission may be granted only after receipt of an application for registration of a motor vehicle and granting a parking permit.
2. Operating and parking a motor vehicle on school property is a privilege, which may be granted only if there is sufficient reason. This privilege may be revoked for not adhering to parking rules.
3. While driving on the school's property, all Pennsylvania motor vehicle laws must be obeyed. The speed limit on school property is 15 MPH
4. **Student drivers must enter and exit MBIT property via the Deer Run Road entrance.**
5. Students must park their vehicle only in the areas designated for student parking in the rear of the school. Parking in "no parking" areas is prohibited. Vehicles must be parked between two white parking lines. Parking in a handicap parking spot without a handicap plate or sticker is prohibited. Adult Day students must park in front parking lot.
6. All vehicles parked on school property, except as noted below must have a displayed Middle Bucks' parking permit. To be properly displayed, the permit must be affixed to the front windshield on the passenger side, lower right.
7. A vehicle in for repair must have a work order form completed by the appropriate lab instructor. The vehicle must be parked only in the area designated for vehicle repair. On the day of the scheduled repair, the student must sign in their vehicle in the Student Intervention Center (SIC).
8. When driving an alternate vehicle, the student must sign in at the SIC. The following information is required on the sign-in sheet: license plate number, make, model and color of vehicle.
9. **A student driving to school must be punctual. Late arrival will result in a suspension of driving privileges. Habitual lateness will result in loss of the driving and parking privileges.**
10. Upon arriving at Middle Bucks, the student driver must enter the building immediately. Students are not permitted to loiter in the parking area upon arrival or at dismissal.
11. A student driving a vehicle to school may not return to use the vehicle during the school hours without the consent of an administrator.
12. Alcoholic beverages or illegal drugs in the driver's possession will result in the permanent suspension of the driving privilege as well as other disciplinary consequences as described in the Student Handbook and Parent Guide.
13. Only students with a completed passenger form on file with the school will be allowed to transport passengers and only from home to MBIT for morning session students and from MBIT to home for afternoon session students. **Students may not transport passengers between MBIT and his/her sending high school.**
14. **All outstanding financial obligations must be paid in full before a parking permit will be issued to a student.**

STUDENT'S SIGNATURE

DATE

PARENT/GUARDIAN'S SIGNATURE

DATE

ISO Form Number: 2100.16

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Middle Bucks Institute of Technology

DRIVING /PARKING GUIDELINES

In recognition of the fact that transportation to and from the Middle Bucks Institute of Technology is provided to all students at considerable expense to the taxpayers, it is our belief that school-provided transportation is in the best interest of all concerned and should be utilized to the fullest extent possible.

We also recognize that certain situations or circumstances will require that students find alternative means of transportation; therefore the following driving/parking guidelines will be implemented:

1. Permission to drive will be granted for the following reasons:

Co-op employment.

After-school employment, preferably related to the student's program of study at MBIT. The work must also be such that normal bus transportation is not sufficient. This will require verification of work schedule and a written request from employer.

2. Any student granted permission to drive to or park at the Middle Bucks Institute of Technology must follow the registration guidelines as outlined.
3. No student shall be permitted to drive to or park vehicles at the Middle Bucks Institute of Technology without administrative permission.
4. **PLEASE NOTE: ANY VEHICLES NOT AUTHORIZED TO BE DRIVEN AND NOT HAVING A PROPER STICKER WILL RECEIVE A \$10.00 CITATION AND MAY BE TOWED AT THE OWNER'S EXPENSE.**
5. If a student with a valid MBIT permit drives an alternative vehicle, the vehicle must be signed in at the SIC. The following information is required on the sign-in sheet: license plate number, make, model and color of vehicle.

APPLICATION PROCESS

1. Application are in the Student Intervention Center (SIC). The student must secure the sending school's permission (signature of principal) and the parent's/guardian's permission.
2. Submit the completed application and all necessary supporting information to the security office for processing and final approval by the Middle Bucks administration.
3. Copy of valid driver's license, registration card and insurance card.
4. Cost for obtaining a parking permit is \$25.00.

ENFORCEMENT

- Driving and parking violation citations will be issued by the school staff. A fine of \$10.00 is assessed for each violation. The fine must be paid in the SIC within TEN school days.

PARKING AREAS

- The parking lot at the rear of the building has a designated student parking area. Students are not permitted to park in the staff or visitors' area.
- Students must not park anywhere other than school property.
- The parking lot to the right of the building is the vehicle repair lot. Only those vehicles with repair orders are permitted in this lot.