

# Driving Rules and Procedure

Driving permits are only allowed under specific circumstances where students will need to drive for legitimate purposes whereas local school transportation or parent drop-off/pick-up are not available.

Some examples of reasons students may/may not obtain a driving pass:

Allowed for...	<b>NOT</b> allowed for...
<ul style="list-style-type: none"><li>• Dentist appointments</li><li>• Physical Therapy appointments</li><li>• Doctor's appointments</li><li>• Local or HATC School-related events</li><li>• Athletics when local athletic bus is leaving prior to the return of tech center student bus</li><li>• Family funeral</li></ul>	<ul style="list-style-type: none"><li>• Work</li><li>• Haircuts</li><li>• Shopping</li><li>• Engagements that can be scheduled outside of school hours</li><li>• Oversleeping</li><li>• Missing local school bus</li></ul>

**\*\*\*If I oversleep or miss the home school bus for any reason, do NOT just drive. Instead, contact your local school principal and they will guide you.**

If a student is in need of a driving permit, please following these steps at least two days prior to needing the permit:

1. Ask your instructor for a driving permit.
  - a. If the instructor supports the permit he/she will sign it and have the student complete their portion.
2. Take the permit to the office to review with Administration and obtain a signature, and register the permit with the secretary.
3. Take the permit to your home school Principal for approval signature.
4. Take the permit home to parent/guardian for their signature.
5. When completed, the permit needs to be returned to the HATC office secretary.
  - a. Student must sign in upon arrival and departure from the building on the day he/she drives.

## **PASSENGERS:**

Students may **NOT** transport others to and from HATC without the passenger getting a rider's permit. These may be requested from the instructor; then follow the same procedure obtaining signatures as one would for a driving pass.

**CONSEQUENCES:** If I fail to follow this procedure, it will result in a minor write up and a discussion with administration. If three minor write-ups are accumulated, the student will receive a major, which will result in an in-school suspension.

I have read and understand the *Driving Rules & Procedure* document above:

Printed Student Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_