

# GREATER ALTOONA CAREER & TECHNOLOGY CENTER

## DRIVING/RIDING/PARKING POLICY

Generally, students are encouraged not to drive to the GACTC. Furthermore, most students are prohibited from driving by the policies of their sending schools. However, in circumstances where a student must drive or be a passenger to a student driver in order to bring in a project, take home a project, bring in a car to have work done (via an approved in-house work order prior to the request for a Driving/Passenger Permission Pass), large fundraiser orders, etc., the student(s) must obtain a Driving/Passenger Permission Pass from the GACTC Main Office.

1. All drivers, as well as any passengers, must pick up a Driver/Passenger Permission Pass at the GACTC Main Office prior to driving/riding. Each individual must complete the Driving/Passenger Permission Pass and must have the approval of their GACTC teacher, sending school principal, and parent/guardian. After all signatures are received, the card must be returned to the Main Office prior to the day the student is permitted to drive to the GACTC.
2. If a student needs to drive to the GACTC for other than GACTC purposes, (i.e. doctor/dentist appointment, work after school, etc.), please take a note written by the parent/guardian to the sending school principal for approval and then bring a copy of the approved note and driving pass to the GACTC Main Office.
3. Student parking is available on a limited basis. Sixteen parking spots, in Lot 4, are designated for student parking. These spots are available on a first come, first served basis. Parking permits are available at a cost of \$25 per school year and can be requested in the Main Office. Students are not permitted to park in any of the faculty/staff and Library lots surrounding the GACTC unless a.) bringing a vehicle for maintenance/repair, which would require a Work Order Card (blue) obtained from the Main Office or b.) possessing a student parking pass. Students getting work or maintenance completed will be instructed where to park upon issuance of the Work Order Card. Vehicles driven or parked on school property are subject to search.
4. If a student should miss the GACTC bus, that student must report to the sending school principal to make arrangements to get to the GACTC. Under no circumstances should students take it upon themselves to drive/ride to the GACTC without permission.

### **BOTH THE STUDENT AND A PARENT OR GUARDIAN MUST SIGN THIS FORM.**

This document will be signed electronically.

BY SIGNING THIS DOCUMENT, YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO THE POLICY

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Student Name

\_\_\_\_\_

Sending School

\_\_\_\_\_

Student Signature

Date

\_\_\_\_\_

Parent/Guardian Signature

Date