



GMHS PARKING PERMIT APPLICATION 2021-2022

VEHICLE REGISTRATION

1. GENERAL

- A. All student drivers wishing to use parking facilities at General McLane High School [GMHS], (at any time, for any reason), must register their vehicle with the GMHS office and, while parked on campus, properly display an authorized parking permit. GMHS students are not considered visitors. Providing false or misleading information on permit application will result in immediate revocation of parking privileges and forfeiture of all fees paid.

2. REGISTRATION

- A. Vehicle registration and payment of permit fees are processed at the GMHS office. All permits remain the property of GMHS and must be returned upon request. **Permits may not be transferred, sold or duplicated. Violators will incur a fine, be referred to Student Conduct and have their parking privileges revoked. Persons found using an unauthorized permit may also face discipline and/or revocation of privileges.**
- B. Vehicles must be registered by the 5th day of school or by the first projected school day you plan to drive for new drivers thereafter.
- C. Students may only register vehicles owned by them or by a member of their immediate family (parents or siblings).
- D. A non-refundable processing fee of \$5.00 will be assessed for permits. This is not a replacement fee. Replacement form procedure: Form detailing reason and replacement processing fee: \$5.00.

3. ADDRESS AND LICENSE PLATE CHANGES

- A. Permit holders are responsible for reporting all address and license plate changes immediately to GMHS office for logging.
- B. Failure to report these changes may result in vehicles being towed from campus at owner's expense.

4. ALL PARKING LOTS ON CAMPUS ARE RESERVED

- A. Student parking is authorized only in student lots. *Student drivers must display parking permit, regardless of whether classes are in session. Student drivers shall only park in the student driver parking lot located east/to the rear of the building and face west bound. Students who plan to exit and drive towards McKean should use the North end parking area. Students who plan to exit and drive towards Edinboro should use the South end parking area.* Vehicles parked in violation will be ticketed ("strikes" and documented) and/or towed at the owner's expense.
- B. Vehicles parked on campus are at the owner's risk. The district assumes no liability for vehicles parked on district property.
- C. District/Transportation Services/Office/Safety Department reserves the right to change lot usage to accommodate special circumstances or events.

5. REGULATIONS

- A. PERMIT DISPLAY. PARKING PERMITS MUST ALWAYS BE PROPERLY DISPLAYED.**

- I. **Automobiles** - hang permit from rearview mirror, facing forward. Permit number and student last name must be clearly visible from outside the vehicle. REMOVE ANY OUTDATED OR EXPIRED PERMIT. If windshield tint strip and/or mirror equipment prevents clear display, adjustments must be made for display (contact Officer).
- II. **Motorcycles** - permit display is not required for motorcycles, but the motorcycle **must** be registered as an authorized vehicle with a valid permit and must be produced upon request, contact Officer for approval.
- III. Exceptions must be approved by GMHS office and Officer in advance. **Placing a note on a vehicle**, in lieu of properly displaying a valid student parking permit, will be given no consideration by enforcement personnel.

B. PARKING SPACES

- I. All parts of the vehicle (not just the tires) must be inside the designated parking space; generally indicated by two white or yellow lines. Parking in grassed areas is not permitted unless at the direction of event parking staff.
- II. **Motorcycles** must be parked in designated/assigned student parking spaces.
- III. Any vehicle not parked in a designated legal space is subject to ticketing and/or towing at the owner's expense.
- IV. Any vehicle parked along curbs or sidewalks, hindering/damaging district operations or property, or obstructing roadways, designated disability parking spaces, wheelchair ramp laydown (hashed out) areas, bus pull-offs, fire safety lanes, or reserved spaces is subject to ticketing and/or towing at the owner's expense. Vehicles are not permitted to park in any space that may have any type of obstruction and has not been previously assigned. This includes, but is not limited to, snow piles.
- V. Parking is not permitted in Americans with Disabilities Act (ADA) spaces without a state issued disability parking placard **and** a valid GMHS parking permit for the designated lot (additional fees may be assessed). The ramp laydown (hashed out) area adjacent to the space is considered part of the ADA space and will be enforced accordingly.
- VI. All reserved spaces, such as ADA, service/delivery, manager spaces, hashed out areas etc., are reserved 24 hours per day, 7 days per week unless otherwise noted on the sign. This includes holidays and times when the district is not in full operation.

C. DISABLED VEHICLES

- I. If a vehicle becomes disabled on a weekday between 7:30 a.m. and 5 p.m., the permit holder must notify GMHS office or Officer (814-273-1033) immediately with their name, the vehicle's license plate number and location. If a vehicle becomes disabled on a weekday between 5 p.m. and 7:30 a.m. or any time on a Saturday or Sunday, the permit holder must immediately notify Officer (814-273-1033, 1609) with the above-listed information. A grace period of up to 12 hours may be authorized. No extension. If 12 hours is not sufficient time to remove the vehicle, the owner is required to contact a towing company to have the vehicle removed at their expense.
- II. **This grace period does not automatically exempt your vehicle from being ticketed; however, it may be used as a basis for appeal.**
- III. **Notes left on a vehicle** stating that the vehicle is mechanically disabled are given no consideration by enforcement personnel. Vehicles not properly reported to GMHS office or Safety Department may be ticketed and/or towed at the owner's expense.

D. WINTER PARKING.

- I. All permit holders must remain in their assigned student parking spots during winter parking. No parking is allowed in any outer ring parking of rear lot. Winter parking is announced by Administration, by public announcement system and/or, social media pages, Schoology.

E. DISABLED PERSONS (TEMPORARY OR PERMANENT)

- I. Individuals who require access to marked disability parking spaces must apply for a state-issued disability parking placard. Applications for Pennsylvania ADA placards and information for obtaining the placard are available from the Safety Department office. GMSD/GMHS is not authorized to issue disability parking placards. All disability parking placards must be obtained through the state. Students in need of disability parking on campus should contact GMSD Safety Department prior to parking to discuss GMHS requirements and/or temporary accommodations. Students must display both permits together. (ADA placard, GMHS student permit).

F. FLASHERS

- I. Flashers are never valid along curbs or on sidewalks. They also do not authorize parking while a vehicle is hindering/damaging GMSD operations or property, or while obstructing roadways, designated disability spaces, wheelchair ramp laydown (hashed out areas), bus pull-offs, fire safety lanes, or reserved spaces. Violators will be ticketed and/or towed at the owner's expense.

6. PARKING TICKETS

A. LOSS OF PARKING PRIVILEGES

- I. Tickets/strikes issued to vehicles registered with a valid parking permit through GMHS Administration and/or Safety Department are the responsibility of the permit holder, regardless of who drives the vehicle. Tickets issued to vehicles not registered with a valid parking permit through GMHS Administration and/or Safety Department are the responsibility of the vehicle owner, regardless of who drives the vehicle.
 - II. Student driving is a privilege, not a right. A ticket/strike against your account can be issued for, but not limited to any of the following reasons:
 - Unsafe/careless/reckless driving
 - Noise complaints for unnecessary engine revving or braking
 - Poor school grades
 - Obligations
 - In-School discipline
 - Failure to Display Parking Permit Placard
 - Incorrect parking (i.e., parking spot, parking lines)
 - Tardiness
 - Truancy
 - Unauthorized use of a vehicle during the school day
 - Any student driver who is non-cooperative with any staff that may ask them to move their vehicle.
 - Loitering in parking lot or vehicles
 - Disregard for safety and/or failure to yield to School buses in parking lot
 - III. An accumulation of three tickets will result in **Stage-1enforcement**.
- Stage 1: 30-day suspension of driving privileges, and temporary collection of parking permit.
- Stage 2: Any accumulation of tickets thereafter in the same calendar year may result in the following:
- School discipline and 2nd /Final 30-day extension of driving/parking privileges
 - Suspension of driving/parking privileges for one (1) calendar year.

- IV. GMHS Administration/Safety Department reserves the right to escalate to any Stage at any time.
- 7. ABUSE OF PARKING PRIVILEGES**
- I. Failure to follow direction of GMHS Administration/ Safety Department personnel or blatant disregard of parking policies will result in immediate revocation of parking privileges.
 - II. Any student that parks in any unauthorized parking spot or failure to display placard without prior authorization will have their vehicle towed at owner's expense.
 - III. Any vehicle not registered with the GMHS Office will be towed at the owner's expense.
 - IV. **In addition to the General McLane High School's parking regulations, all state and local traffic laws are to be observed. Failure to do so will result in the loss of driving privileges, reference to Stage 1 or 2 listed above.**
 - V. All vehicles that are parked on campus may be searched by school officials if there is "reasonable suspicion" that it may contain anything illegal, otherwise not permitted on school property, or otherwise be a safety risk to students, staff, and visitors. The vehicle may be searched regardless of who is listed as the owner on the registration card. A vehicle that is registered in the parent's name may be searched as well as one listing the student as the owner. Refusal to cooperate will result in loss of parking privilege and/or Law Enforcement intervention if necessary.
 - VI. The General McLane School District reserves the right to refuse a request for a parking space based on the student's discipline record and/or attendance record. If granted a permit, the student is expected to maintain a good discipline record and not develop the habit of being tardy to school.

My signature indicates that I have read, understand and will abide by the General McLane School District's Parking regulations as listed above.

Parent/Guardian Signature

Date

Student Signature

Date

Student Name (Please Print)

Date

Students must present a valid driver's license, a current registration card and all information below for vehicle(s) to be registered with GMHS.

Vehicle Plate	Vehicle Year	Make	Model	Color	Permit # Issued (office)