

LCCTC Application for Driving/Parking Privileges

Application Process

1. Complete this form and obtain required signatures. Students may submit up to 2 vehicles - Primary and alternate (use separate forms).
2. Make a copy of driver's license and vehicle insurance card ("Financial Responsibility") for the vehicle driven to CTC.
3. Submit this form, copies of Driver's License and Vehicle Insurance Card, along with Parking Fee (\$30) to CTC office. (Fee is reduced to \$15 Semester 2).
4. Upon Administrator approval, you will be provided a parking decal.
5. Place the parking decal to the bottom right (passenger side) corner of the front windshield.

Arrival and Dismissal Times

- Full-Day student drivers must be in their classrooms by 8:00 AM and must remain at LCCTC until 2:35 PM.
- Half-Day morning (AM) student drivers must be in their classrooms by 8:00 AM and are dismissed at the same time as the bus dismissal of their sending school.
- Half-Day afternoon (PM) student drivers must arrive within five (5) minutes of their sending school district's bus arrival and must remain at LCCTC until 2:35 PM.

Driving/Parking Regulations

- Students may not drive to school without the written approval of a parent/guardian and high school/ CTC administrator.
- Students will obey all state laws, rules, and regulations pertaining to driving on and off school property.
- Students must park in designated areas ONLY. Students must also park appropriately within the lines of their spots.
- Students may not return to their vehicles without administrative permission.
- Student drivers are not permitted to transport other students without written permission from the parents of both students and administrative approval. Driver and passenger must complete required form with all required signatures prior to transporting.
- Any violation of school rules, including attendance and discipline issues, will result in loss of driving privileges.
- Keep vehicle doors locked at all times.
- Adult students are not permitted to transport high school students at any time.

Student Driver and Vehicle Information

Student Driver's Name _____ Program _____ Sending School _____

Grade Level _____ Vehicle Plate # _____ Make of Vehicle _____

Model of Vehicle _____ Vehicle Color _____

Driver's License # _____ Exp. Date _____ Insurance Policy# _____ Exp. Date _____

Driver Agreement

I understand to retain the privilege of driving a vehicle to the LCCTC during school time, it is my responsibility to follow the driving rules and regulations as stated here and in the student handbook. Any violation of these rules will result in disciplinary action and the possible removal of driving privileges for the remainder of the school year. Permission is also given for the student to drive to off-campus work sites.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

High School Administrator Signature (Half-day students only) _____ Date _____

LCCTC Administrator _____ Date _____

Parking Permit Number _____