



THOMAS JEFFERSON HIGH SCHOOL

830 OLD CLAIRTON ROAD
JEFFERSON HILLS, PA 15025
PHONE: 412-655-8610
FAX: 412-655-8618
www.wjhsd.net

WEST ELIZABETH - JEFFERSON HILLS - PLEASANT HILLS

PETE MURPHY
Principal

ADAM KNARESBOROUGH
Assistant Principal

ERIKKA KUHSE
Assistant Principal

TO: Students & Parents
SUBJECT: Parking Permits
DATE: 2022-2023 School Year

Please read the following information regarding procedures for applying for a Thomas Jefferson High School Driver's Pass. Passes will be distributed upon the return of the application only after the following instructions are fully completed.

1. All parts of the application must be read and completed (including registration and insurance information) with required student and parent signatures. **THE STUDENT'S DRIVER'S LICENSE MUST BE PRESENTED AT TIME OF RETURNING COMPLETED APPLICATION.**
2. A \$30.00 parking fee must be paid. Cash or checks made payable to "Thomas Jefferson High School" are accepted.
3. The completed application and fee must be received prior to August 19, 2022 in order to drive the first day of school.
4. Only licensed drivers will be approved for permits, based on documented need to drive to school.
5. Passes will be distributed on a first come-first served basis to 11th and 12th graders. The given pass will contain the number corresponding with the student's designated parking spot. Pass must be displayed in the vehicle at all times. Students will only be permitted to park in the spot that is assigned to them.
6. Incomplete applications will be returned, and a pass cannot be distributed until the application is completed.
7. If space is available, students in grade 10 may apply for a drivers pass beginning on April 3, 2023. Sophomores will only be permitted to park at the tennis court parking lot of TJHS. The cost of this parking permit is \$30 and will be issued on a first come first serve basis as long as spaces are available.

It is the responsibility of the student AND the parent to read and understand the policies, rules, and guidelines related to parking permits.

**THOMAS JEFFERSON HIGH SCHOOL
STUDENT DRIVING APPLICATION 2022-2023**

Student Name _____ **GRADE** _____

Address _____

Student Phone # _____ **Parent Phone #** _____

Date of Birth _____ **Present Age** _____

PLEASE BRING DRIVER'S LICENSE TO OFFICE WITH THIS FORM. This portion must be filled in by office personnel.

PA Driver's License Number _____ **Expiration Date** _____

FIRST CAR

Make of Car _____ **Model** _____

Color _____ **Year** _____ **License Plate Number** _____

Registered Owner _____ **Insurance Co.** _____ **Policy No.** _____

SECOND CAR (if applicable only)

Make of Car _____ **Model** _____

Color _____ **Year** _____ **License Plate Number** _____

Registered Owner _____ **Insurance Co.** _____ **Policy No.** _____

I have read and understand the school driving/riding regulations attached, and understand that should any of these rules be violated, my driving privileges could be suspended. I further understand that I am subject to all of the rules and regulations with respect to the rights of the School District with respect to said vehicle.

Student Signature _____ **Parent Signature** _____

Parking Space # _____

STUDENT REGULATIONS GOVERNING STUDENT DRIVER PASS

Driving to school is a privilege. Please follow the rules listed below to retain your pass.

1. All drivers must be in school by 7:25am.
2. All student drivers, when arriving to school, will park in the designated area and leave the car throughout the day.
3. Student drivers are required to observe the proper direction of traffic flow for entering and leaving school grounds.
4. Student drivers and passengers **MUST** wear their seat belts and maintain a speed not in excess of 10 mph if appropriate, while driving on school grounds.
5. Drivers **MUST** yield to buses and pedestrians slowly and with caution when arriving and leaving school grounds.
6. Student drivers are expected to maintain the same safety precautions when attending evening or weekend events at school as they do during the school day.
7. No two-wheeled vehicles are permitted on school grounds by students.
8. Driver Passes must be present at all times and are non-transferable. Driver passes must be displayed at the top corner of the driver's side windshield of all vehicles. The person driving the vehicle **MUST** be the holder of the pass. Passes will be revoked if a student transfers their pass and could be disciplined according to the discipline policy. Any student using another student's pass will have their pass revoked for the remainder of the school year.
9. The school will not assume responsibility for any damage to vehicles operated by students, or for contents in vehicles.
10. Loitering in the student parking lot without permission is not permitted, including lunch time.
11. Students will park in areas designated and are not permitted to loiter in parked cars, visit their car during the school day, or move their cars until after the buses leave.
12. Leaving campus without permission, careless or unsafe driving, and/or driving above the 10 mph speed limit, parking pass may be revoked for the school year for major violations.
13. Total occupancy of the vehicle may not exceed the total number of seatbelts in the vehicle.
14. Student drivers or riders are not permitted to use or be in possession of tobacco products, alcohol or controlled substances while driving or parked on school grounds. Student drivers are not permitted to have such materials in their vehicles. Student drivers or owners of the vehicles have no expectation of privacy with respect to their vehicles parked on school grounds. The School District reserves the right to search the vehicle upon reasonable suspicion of such behavior and further reserves the right to conduct search activities with respect to said material.
15. Any student who owes a Saturday detention from a previous school year or owes any student debts, will not be given a parking pass until the detention and/or debt is satisfied.
16. Students who have eight (8) or more unexcused tardies will result in revocation of parking pass for the remainder of the school year. Excessive AM absences may result in removal of driving privileges.
17. Three (3) or more unexcused or illegal absences will result in the loss of driving privileges.
18. Students placed on behavior probation will lose their driving privilege for the duration of the probation.
19. Students must park in their designated parking spaces.
20. Please notify the main office of any vehicle changes from your original application. We must always have current information on file.
21. Registered drivers who do not have their tag should notify the office immediately.
22. Any student vehicle in the parking lot without a school parking pass will result in administrative action according to the discipline matrix.
23. Dismissal from the student parking lot will be done in an orderly fashion under the direction of high school administration or the school police. Students who fail to obey the direction staff in the student parking lot will be subject to school discipline according to the 2022-2023 discipline matrix.

Violation of these regulations will result in temporary or permanent removal of driving and/or riding privileges as stated by the 2022-2023 Discipline Matrix, unless otherwise stated above.

- **First Offence - written warning, School Police and Parent Notification**
- **Second Offence - 1 after school detention**
- **Third Offence - 1 Saturday detention / parking pass suspension / revocation**

Parking Pass suspension guidelines:

- First suspension – 1 month – can be reinstated with no tardies, unexcused absences, or violations (excludes doctor's notes)
- Second suspension – 2 months – can be reinstated with no tardies, unexcused absences, or violations (excludes doctor's notes)
- Third suspension – revoked for year

Permit will be suspended again if student has additional tardies or violations after being reinstated. If a student is tardy while the permit is suspended the one month suspension time will start over (student must go one month without any violations to get a pass reinstated).

Students who drive without obtaining a permit or who drive to school during the period of a permit suspension are subject to disciplinary action and will be restricted from obtaining a permit.

These regulations are intended for the safety and welfare of our students. Your familiarity with them will prevent problems from occurring and will maximize your safety as well as that of other students.