

Parking Permit Information

Parking permits are issued based on the following criteria:

- a. **Student has no outstanding parking fines. All fines must be paid before parking permit is issued.**
- b. Student has a valid driver's license, registration, insurance and parking paperwork signed by them and their parent. Paperwork can be picked up in the BHS Student Services Office or printed from the BHS website at www.asdk12.org/bartlett under "Links".
- c. Student has paid a \$110.00 fee per school year or \$55.00 per Semester.

To register your vehicle(s), the following items must be submitted:

1. Valid driver's license
2. Current Registration
3. Current proof of insurance
4. Payment of \$110.00 fee per school year or \$55.00 per Semester. Payments can be made to BHS AAFP by cash (**exact amount**), check, or with a credit card online through parent connection account.
5. Completed paperwork, which includes
 - BHS Code of Conduct signed by student and parent.
 - ASD Vehicle Registration and Parking Form that parent signs in front of BHS Office Staff. **If parent signature is not witnessed by said staff, the form can be notarized.**
6. Upon completion and review of all necessary documents by the Student Services Office and payment to the AAFP, a parking permit will then be issued

Students purchasing a parking permit just for the semester (\$55), have to have paperwork checked and then resubmitted to the Student Services Office before the next semester permit can be purchased and issued.

Students that make a payment online, paperwork still has to be completed as stated on the online receipt.

There is a \$5.00 fine for replacement of any lost or stolen permits. Report loss or theft of your permit to Student Services Office immediately.

BHS Codes of Conduct

1. Permits **MUST be displayed AND visible** from the rear-view mirror. The imprinted side facing out of the vehicle.
2. Permits are not transferable. Students sharing permits may lose parking privileges, receive a fine and/or be subject to suspension.
3. Any changes of vehicle information i.e. you drive more than one vehicle or you get a new vehicle, must be reported to the student services office. *Remember to display your parking permit in the car that you are driving to avoid a fine.*
4. Parking permits are only valid for the current school year and must be renewed annually.
5. Students may park in the designated area in the **West (Gym) Parking Lot only**. The pool and bus loading zones ***are not*** designated parking areas.
6. The fine for each parking violation is **\$25**.
**Violation of parking or driving criteria may result in a suspension/revocation of the parking permit. In the event of a suspension, permits will not be reinstated until there is a parent conference and the fine has been paid. In the event of revocation, there will be no refund of the parking permit fee.*
7. Parking violations for which a student may be fined include, *but are not limited to* the following:
 - a. Speeding. The speed limit on campus is 5 miles per hour.
 - b. Reckless driving
 - c. Parking without a valid permit
 - d. Parking in non-designated areas. **Parking in these areas may result in your vehicle being towed at the owner's expense.**
 - i. Faculty Parking: *East Parking Lot and area in front of the tennis courts*
 - ii. Handicapped parking
 - iii. Fire Lanes
 - iv. Visitor's Parking Lot: *Main Entrance*
8. Signing parking permit paperwork (BHS Code of Conduct ASD Vehicle Registration and Parking Form) is agreeing to all parking rules and regulations.

Vehicle Registration and Parking Form

NAME _____ STUDENT ID # _____ PERMIT # _____

ADDRESS _____ VEHICLE LICENSE # _____

GRADE _____ HOME PHONE _____ CELL _____ DRIVERS LICENSE # _____

REGISTERED OWNER _____ INSURED BY _____

RECEIPT # _____ CAR: YEAR _____ MAKE _____ MODEL _____

SEMESTER 1st 2nd COLOR(S) _____

I understand and agree to abide by all statements contained in this registration form.

1. Using a vehicle on school property is a privilege granted by the Anchorage School District.
2. The driver and owner of the vehicle accept full responsibility for the vehicle while on campus or at school functions off campus. This includes providing insurance and accepting full liability for any passengers transported in the vehicle.
3. The Anchorage School District does not accept responsibility for damage to vehicles, nor thefts from vehicles, nor thefts of vehicles while on campus or at school functions.
4. School officials will be allowed to search the vehicle in order to determine if the vehicle contains weapons, illegal drugs/ alcohol, stolen property or other illegal items. A search by school officials shall not require a search warrant and may be based solely on a reasonable suspicion, or, per ASD policy, on a random basis. Consent to search is given freely and voluntarily and with the understanding that school officials will contact the police and use any illegal or prohibited items found during a search to appropriately discipline involved students.
5. Vehicles may be parked in authorized areas and in designated parking spaces only.
6. Vehicles parked in unauthorized areas or lacking a visible parking sticker, are liable for fines, impoundment, towing and cancellation of the parking permit as deemed appropriate by school administration. The owner is responsible for paying any fines and impound charges. In the case of lost permits, contact the school office.
7. Vehicles must be operated in a safe manner. This includes but is not limited to municipal and state motor vehicle laws, namely: no speeding, no reckless driving, and no driving without a license. Each vehicle must have current Alaska registration and insurance. Operating a vehicle in an unsafe manner will result in cancellation of the permit and/or suspension.
8. Students may not sit in parked vehicles during the school day.
9. Students may not sell or transfer a permit to another person. The permit posted in the front window of the vehicle must match the vehicle described on this form.
10. Students are requested not to park at school on the first day of state athletic tournaments.

All information must be completed prior to issuing the parking permit. The student's signature should be signed before a school official. If the parent signature can not be verified before a school official, a Notary Public may confirm the parent signature on this form.

PARENT/GUARDIAN SIGNATURE _____ STUDENT SIGNATURE _____

PARENT SIGNATURE ABOVE MUST BE WITNESSED BY SCHOOL OFFICIAL OR BE NOTARIZED BELOW:

I, _____, a Notary Public in and for the State of Alaska, hereby attest and confirm that I have personal knowledge of the above named parent/guardian listed as a registered guardian of the student and the said parent has signed and approved the auto permit application herein before me on this _____ day of _____, 20_____.

 Notary Signature (Seal)
 My seal expires _____, 20_____.

BHS Code of Conduct Signature Page

I, _____, read and understand the parking permit information and BHS's code of conduct, and agree to abide by them

Student Signature _____ Date _____

I, _____, read and understand the parking permit information and BHS's code of conduct, and agree to abide by them

Parent Signature _____ Date _____

***This page does not have to be signed in front of BHS Office Staff or notarized.**