

# UPPER COLUMBIA ACADEMY VEHICLE POLICY

2015-2016

Upper Columbia Academy has adopted the following policy for **student drivers with vehicles** on campus:

- **Each** vehicle brought on campus by a student must be registered with the dean (dorm student) or the principal's office (day student). To register, please complete this form and return it to the appropriate office. A parking assignment will be given at registration.
- Parents are asked to sign a waiver clearing the school of legal responsibility in regard to problems resulting from their student's use of a vehicle.
- Vehicles will be parked on campus at the student's own risk since the school cannot be responsible for vandalism, theft, etc.
- Students must maintain a valid driver's license, valid license plates, and current insurance.
- It is understood that dorm students' vehicles will be used primarily for transportation to and from home. Dorm students' vehicles are to remain in the car corral. The dean's permission and parental consent must be granted for each town trip.
- Students will not be allowed to ride with any other student unless explicit permission is received by a dean from both the driver's parents and the rider's parents.
- Vehicles are to be used by their owners and are not to be loaned to other students.
- If the student misuses a vehicle by driving on the lawn, leaving campus without permission, transporting other students without permission, etc., vehicle privileges may be denied and student will go to discipline committee.
- Use of motorcycles must be approved by Ad Council.
  - All student vehicles are to be parked in their assigned parking area whenever the vehicle is on campus. This applies to both day- and dorm-student vehicles. It is recognized that a student may want to load or unload near the dorms when going to or from home, but the vehicle should be moved immediately when finished. The purpose of this policy is to maintain orderliness and to provide adequate parking for students, staff, and visitors.
    - 1) The first violation will result in a \$25.00 fine.
    - 2) The second violation will result in contacting a parent and addressing the concern, and for seniors, a loss of town privileges for four weeks in addition to a \$25.00 fine.
    - 3) The third violation will result in the indefinite loss of vehicle privileges. The vehicle will go home for the remainder of the year.
    - 4) Any vehicle not registered will be assessed a \$50.00 fine.

Once a fine is issued, all use of the vehicle is suspended until the fine is paid to the dean. (Day students will pay the VP for Student Administration.) Failure to pay the fine in a timely manner (one week) may result in the loss of vehicle privileges. Please do not put yourself in this difficult situation by failing to park appropriately.

**Dormitory students** need to have permission to use their vehicles for medical appointments approved by the nurse and instructional or errand-type activities. Other activities as requested by parents will normally be granted but must be specifically approved. Requests should come to the Administration via the parent. Citizenship and GPA will be considered when these requests are made.

**Day students** are expected to park in their assigned parking area as well. Failure to park in designated parking may result in suspension of all vehicle privileges for an indefinite amount of time.

---

Student's Signature

Date

---

Parent's Signature

Date

VEHICLE PERMISSION

**2015-2016**

As the parent/guardian of \_\_\_\_\_ (Student's Name), I give my consent for my student to have a vehicle(s) at Upper Columbia Academy. It is understood this vehicle may be used only for transportation to and from home or other trips with proper permission. I recognize my student will be driving his/her own vehicle and I will not hold Upper Columbia Academy responsible for any problems resulting in my student having and using his/her vehicle.

Signed \_\_\_\_\_  
(Parent/Guardian)

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Driver License Number: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

Make of Vehicle: \_\_\_\_\_ Color: \_\_\_\_\_

Vehicle ID Number: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Type of Coverage: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*If you will drive more than one vehicle, please list each vehicle.*

Make of Vehicle: \_\_\_\_\_ Color: \_\_\_\_\_

Vehicle ID Number: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Type of Coverage: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

***Parent's signature is needed for each additional vehicle*** \_\_\_\_\_

Make of Vehicle: \_\_\_\_\_ Color: \_\_\_\_\_

Vehicle ID Number: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Type of Coverage: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

***Parent's signature is needed for each additional vehicle*** \_\_\_\_\_

DORM Student \_\_\_\_\_

PARKING SPACE # \_\_\_\_\_

DAY Student \_\_\_\_\_