

SPRING I.S.D POLICE DEPARTMENT

Campus Parking Registration Form

WESTFIELD H.S.

STUDENT INFORMATION

Student Name _____
Student Driver's License # _____ State Issued _____
Driver's License Expires on: Month _____ Year _____
Student ID # _____ Grade _____
Address _____ Apt. # _____
Home Phone # _____ Cell Phone # _____

(FOR OFFICE USE ONLY)

Amount Received: _____ Date: _____

Verified by: _____

1st Permit/Space #: _____

2nd Permit/Space #: _____

OWNER INFORMATION

Name _____ Address _____ Apt. # _____
City _____ State _____ Zip _____ Work Phone # _____ Cell Phone # _____

VEHICLE INFORMATION

Year _____ Make _____ Model _____ Color _____
Body _____ Style _____ Vehicle License Plate # _____
Name of Insurance Carrier _____ Policy # _____

NOTE: Before a campus parking permit will be issued, students must present the following:

- (1) **Valid Texas Driver's License**, (2) **Proof of Vehicle Insurance (students name must be on the insurance)**, (3) **Proof of Vehicle Registration (vehicle license tag registration receipt or copy of vehicle title)** (4) **Student must not have any school fines.**

I have received and read the procedures for proper operation of a motor vehicle on campus as contained in the student handbook and I have received and read the parking permit regulations attached to the "Campus Parking Registration Form."

I understand that all state and local traffic laws apply while on district property.

I understand that fines and/or disciplinary action may be assessed against me for parking violations and that all assessed fines must be paid before a towed vehicle will be released back to the owner and that proof of ownership will be required at the time of release.

I understand that any damage to or theft of vehicles is not the responsibility of Spring ISD, Spring ISD Police Department, or Westfield High School and that the district does not provide any type of insurance coverage for my vehicle.

SIGNATURES: _____ DATE: _____
(STUDENT)

(PARENT/GUARDIAN) DATE: _____

REGISTRATION OF VEHICLES

All high school students wishing to drive vehicles to school must register that vehicle with the school by completing an application for parking permit.

Staff members may also apply for a staff parking permit through the Spring ISD Police Department.

A student parking permit will only be issued to a high school student when the following conditions have been met:

- A. Evidence of being a licensed driver in the State of Texas, proof of insurance (students name must be on insurance), proof of Texas Vehicle Registration and student must not have any school fines.
- B. A parking permit application form is completed and returned on which
 1. The vehicle to be driven is identified;
 2. The student's parent signs a release allowing the student to drive a vehicle to school;
 3. The student acknowledges receipt of the campus traffic and parking regulations and agrees to abide by the;
 4. The student signs a statement giving administrators the right to search the car while on school property in the student's presence if an administrator determines there is just cause.

PLACEMENT OF PARKING PERMIT ON VEHICLE

The student parking permit must be placed in the lower inside corner of the passenger side of the front windshield or if a motorcycle, on the left side of the motorcycle's gas tank. It must be secured solely by the permit's adhesive. Other methods of securing the permit for ease of removal are not permitted. Students failing to follow the procedure for the placement of parking permits are subject to ticketing by the Spring ISD Police, losing their parking privileges, and/or having their vehicles towed.

ENFORCEMENT

All state, local and District traffic control laws are in force on District property 24 hours per day. Spring ISD Police Officers have jurisdiction on all District property, adjacent and adjoining streets, and anywhere in the geographical boundaries of the District.

Spring ISD Police Officers or any other law enforcement officer may issue Class C misdemeanor citations to be filed in a Justice of the Peace court for any traffic, parking or criminal violation.

ILLEGAL PARKED VEHICLES

Any illegally parked vehicles shall be removed from the parking lot at the owner's expense. A vehicle is considered to be illegal parked if one of the conditions listed below exists:

1. Car is not displaying a current valid parking sticker.
2. Parking sticker is improperly affixed.
3. Car is parked in an area unauthorized for student parking (visitor or staff parking spaces, bus loading zones, fire lanes, walkways, handicap parking area without proper handicap parking authorization, or driveways.)

EMERGENCY PERMITS

Emergency permits shall be available from the appropriate assistant principal or designee at no charge. These permits shall be good for eight hours only. Those individuals using an emergency permit must obtain a regular sticker of "short term" permit from the office during that school day. Vehicles not in compliance with this procedure will be considered illegally parked and will be removed from the lot at the owner's expense.

COST OF PARKING PERMIT

Students in high school shall be charged a fee of \$35.00 per year for a parking permit. Individuals purchasing a parking permit after the beginning of the second semester will need to talk with the AP in charge of parking.

ADDITIONAL OR REPLACEMENT PARKING PERMITS

Students will need to talk with the AP in charge of parking regarding replacement permits. To obtain a replacement permit, the individual must remove the original permit from the car windshield and return it along with a replacement fee.

SPECIAL CAMPUS REGULATION

A student is subject to disciplinary action, including cancellation of the parking permit and/or towing of his/her vehicle or the filing of charges through the Justice of the Peace Court by the Spring ISD Police Department, for a violation of the following rules:

Speeding. The speed limit on school grounds is 10 miles per hour.

Motorcycles and bicycles are to be parked only in designated areas.

No students may loiter near or sit in a parked vehicle on the parking lot during school hours.

Altering, stealing or improperly displaying a parking permit.

Placing a parking permit on any vehicle other than the registered vehicle.

It shall be a violation to remove, or in any way tamper with any traffic control or device, weather permanently affixed at a given location or temporarily installed the District or District Police Department to regulate traffic.

Parking is not allowed on the paved band and drill team practice areas after 2:45p.m., Monday through Friday from September through December. Vehicles parked in these areas will be towed at the owner's expense.

Upon selling, trading, or otherwise changing ownership of a registered vehicle, the registration decal must be turned in to the appropriate assistant principal or designee before an addition or new parking permit will be issued.

A tolerance period for failure to display a current parking permit is observed at the beginning of each school year however, all other offenses are enforceable during the "no permit" tolerance period.

MOVING VEHICLE VIOLATIONS

It shall be violation to drive or operate a motor vehicle at any time upon the campus in excess of ten (10) miles per hour.

The driver of every vehicle shall at all times grant the right of way to pedestrians.

All vehicles driven after dark shall utilize the vehicle's headlights.

No vehicle shall be operated at any time upon the lawns or any other place not specifically designated for vehicular traffic provided however that these rules shall not apply to authorized emergency vehicles or grounds and maintenance vehicles of the District.

All motor vehicles shall be properly muffled or otherwise equipped as to effectively and efficiently prevent loud and/or unusual noises or annoying smoke discharging from the exhaust of such vehicle.

It shall be a violation to willfully or negligently refuse to comply with any lawful order or direction of a police officer or to interfere with a police officer in the performance of their duty.

It shall be a violation to drive a vehicle from a stopped position at such a rate of acceleration so as to leave tire marks upon the street or drive or to create a screeching or shrill noise capable of being heard at a distance of 300 feet.

A driver shall come to a complete stop at officially designated and installed stop signs and remain stopped, yielding the right of way to any other traffic entering the intersection that may constitute an immediate hazard during the time when such driver is moving across or within the intersection.

It shall be a violation to fail to stop at a red light or to proceed through an intersection when a steady red light is illuminated.

PARKING VIOLATIONS

Where parallel parking is allowed, the vehicle must be parked with the passenger side to the curb and not more than one foot from the curb.

Where diagonal or vertical parking is designated, the vehicle must be placed within the boundaries of its space.

It shall be a violation to stop or park a vehicle in a loading zone for any purpose or length of time other than for the expeditious unloading, delivery, pick-up, or loading of materials or passengers. In no case shall the stop for loading/unloading exceed thirty (30) minutes.

It shall be a violation to park an inoperable motor vehicle on District property. An inoperable vehicle is one which has been wrecked dismantled partially dismantled or abandoned. The District's Police Department may tow, at the owner's expense, any abandoned or inoperable vehicle and after notification has been attached to the vehicle and attempts to contact the owner have been exhausted.

It shall be a violation to park or stop a vehicle in a street, drive roadway in such a fashion as to obstruct or impede the normal flow of traffic.

It shall be a violation to park a vehicle in any of the following places.

- 1) Areas bordered in the yellow except for the purpose indicated (loading zones, etc.).
- 2) On any lawn
- 3) On any curb or sidewalk
- 4) Any area bordered in red (no parking at any time) Within fifteen (15) feet of a fire hydrant
- 6) On any spaces designated for loading or unloading
- 7) In front of any access or service drive
- 8) Any area marked "No Parking"
- 9) A parking space marked "Handicap Parking"

GENERAL INFORMATION & CRIME PREVENTION TIPS

All thefts, accidents, and offenses that occur on District property should be immediately reported to the SISD Police Department by calling (281)891-6911.

Auto accessories and other valuables should be marked with your Texas driver's license number and a record of all serial numbers should be maintained.

Lock your car and take your keys with you. If you must leave valuables in your car, lock the items in your trunk and do not leave them visible in your car.

Secure your vehicle with an alarm or alternate steering wheel locking device.

Park in a well-light area and leave with a friend when possible.

Don't look like an easy target. Walk confidently and always be observant and alert to your surroundings.

If you think you are being followed, drive to a well-lighted business or police department.

Tell others where you are going and when they should expect you to return.

The Spring ISD Police Department offers courtesy services to students, staff and patrons such as retrieving car keys from locked vehicles, jump starting dead batteries and providing escorts to parking areas during non-school hours.

**TO REPORT A CRIME OR REQUEST ASSISTANCE
24 HOURS, 7 DAYS A WEEK, CALL:**

SPRING ISD POLICE DEPARTMENT

281-891-6911

WHAT TO DO WHEN SOMEONE PARKS IN YOUR SPOT

If someone is parking in your parking spot get the license plate # & description of the vehicle.

Park in the visitors parking in the circle drive & go to Ms. Jones' office and fill out a form and get instructions on where to park.