

# STH PARKING PERMIT – 2024-2025 School Year

- Parking for the school year will be by permit only in the Parking Garage. There is NO surface parking available for students.
- Once the purchase is complete online and required documents turned in to the Dean's Office, student will receive a parking decal that must be adhered to the driver's side windshield above the car's registration sticker, and must be visible to a casual observer.

## Application is made to the Dean's Office with these required documents:

1. A copy of the State of Texas Vehicle Registration showing the vehicle the student intends to drive. If the student is registering two cars on the form, the student must provide a copy of the state registration form for each vehicle. If you do not have the Vehicle Registration, then a copy of your insurance for that vehicle and a picture of the license plate is required.
2. Completed and signed form below turned into the Dean's Office. Both student and parent signatures are required.
3. Cost for a parking permit for the school year is \$100.00 payable online in the Eagle Store. Replacement decal stickers will cost \$100.

**A parking permit will not be issued without all of the above items. NO EXCEPTIONS.**

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## St. Thomas High School VEHICLE REGISTRATION FORM

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Year of Vehicle: \_\_\_\_\_ Color: \_\_\_\_\_

Make/Model: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Name on Registration: \_\_\_\_\_

***I agree to conform to the requirements for parking and driving on campus outlined in the Student – Parent Handbook.***

If a student needs to obtain something out of their car during the school day, they must obtain permission and a pass from the Dean of Students Office **only**.

Students may never loiter in their cars or parking areas, including the parking garage.

Parking and driving on campus by students are privileges. To obtain and keep these privileges, students must adhere to the following regulations:

### Driving on Campus

- Students are expected to drive safely and slowly on campus
- Students must give right of way to pedestrians, conform to posted traffic and speed signs, as well as slowing down for speed bumps

### Parking Permits

- Students who park on campus **are required** to have a current school year parking permit and parking decal adhered to the driver's side windshield above the car's registration sticker. Permit must be purchased online and paperwork turned in to the Dean of Students Office by the end of the first week of school.
- Students who obtain a license and begin to drive to school during the school year **MUST** obtain a permit immediately **before** parking on campus.

## Parking Decal

- The parking decal **must** be displayed at all times, no exceptions
- The parking decal must be adhered to the driver's side windshield above the car's registration sticker, and must be visible to a casual observer
- Parking decals may not be shared, as each decal is matched to a particular vehicle
- Only current school year parking decals are permitted

## Parking Regulations and Student Parking Areas

- Students are **required to park only in the parking garage** and on their designated floors on school days
- Students may **never park in surface lots** on school days. This includes before and after school.
- Students may **not park on the ramps** between floors in the parking garage for safety reasons.
- **Designated parking floors assignments:**
  - All students will park on 2<sup>nd</sup> through 6th floors
  - Students may never park on the 1<sup>st</sup> floor
- If a student has temporary plates on the car and receives the license plate, the student must update the plate number with the Dean's Office immediately
- If a student is in a temporary car, they must let the Dean's office know immediately of the duration of the temporary car's use, make and model, or risk a violation
- If a student permanently changes car make and model, he must immediately notify the Dean's Office and show proof of insurance and license plate for the new car

***I fully understand that a violation of said requirements in the Handbook will result in the following:***

### Violations and Consequences

- All fines must be paid to the Business Office and student must show proof to the Dean of Students Office by the deadline issued. Fines may be paid online at sths.org or in person at Business Office.
- Failure to pay the fine on time and show proof to the Dean's Office may result in disciplinary action and possible suspension of driving and/or parking privileges
- Fines for parking in a handicap space (even in the garage) will be doubled and will incur disciplinary action

1<sup>st</sup> Parking Violation – \$25 fine

2<sup>nd</sup> Parking Violation – \$25 fine and disciplinary action determined by the Dean of Students Office

3<sup>rd</sup> Parking Violation – \$50 fine and disciplinary action determined by the Dean of Students Office

4<sup>th</sup> Parking Violation – \$100 fine and loss of driving and parking privileges and possible disciplinary action

1<sup>st</sup> Driving Violation – fine and disciplinary action determined by seriousness of violation as decided by the Dean of Students Office

2<sup>nd</sup> Driving Violation – fine, disciplinary action and temporary suspension of on campus driving and parking privileges as decided by the Dean's Office

3<sup>rd</sup> Driving Violation – fine, disciplinary action as decided by the Dean's Office as well as loss of campus driving and parking privileges for remainder of school year

**By signing, I agree to all requirements in the Student – Parent Handbook for parking and driving on campus.**

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Student Signature (required)

Date

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Parent/Guardian Signature (required)

Date