

TRANSPORTATION POLICY FOR STUDENTS

Transporting students to and from the area school is the responsibility of each sending school district. Students are **REQUIRED** to utilize the transportation provided. It is recognized that it may be necessary for students to drive to school. Legitimate reasons would include work obligations immediately following school, transporting a project to and from school, authorized performance of repair work on the vehicle in the shop, and certain personal reasons. **The Parent, Sending School Administration and Career Center Director must approve these privileges.**

Operation of a motor vehicle on school property is a privilege granted by the Board of Education through the school's administration and not a right guaranteed to each student. This privilege can be suspended and/or revoked at any time based on the judgment of the school administration.

Student transportation guidelines:

A. When the sending school furnishes transportation, the following rules apply:

If you miss the bus, there are (3) three options:

1. Stay at home high school for the time period you would normally be at the Career Center
2. Have a parent or guardian (**not a friend or student**) drive you to the Career Center
3. Contact your parent, high school principal and ask special permission to drive to the Career Center

Under no circumstances are students to drive themselves to the Career Center without obtaining prior permission from their Principal or Career Center Administration.

Parent permission is not enough to allow you to drive to the Career Center; you must have prior permission from an Administrator. Violators of this policy may be subject to disciplinary action.

B. If you are given permission to drive to the Career Center, you should do the following:

1. Request a driving permit from your instructor at least one day prior to the day you intend to drive. Your instructor, the Career Center Director or designee, your home school principal or designee, and your parent or guardian must sign this permit.
2. Bring the driving permit to the Career Center office upon your arrival to receive a parking permit.
3. Park in designated area and leave the vehicle until released from class.
4. Do not allow other students to drive your vehicle. Passengers are not allowed in the vehicle unless pre-approved.

C. Students driving or riding to/from the Career Center without following procedures may have their vehicle towed at their expense and are subject to the following discipline consequences:

1st occurrence **Written Warning**, Director/Student Conference

2nd occurrence 1 day In-school suspension at home school/parent notification.

3rd occurrence 2 day In-school suspension and possible removal from Excelsior Springs Area Career Center program at end of semester.