

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX  
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

**ADMINISTRATIVE REGULATION**

**STUDENTS DRIVING AND PARKING AT BOCES CENTERS**

The home school district is responsible for providing transportation for all secondary students enrolled in BOCES programs. A secondary student who attends class at the Southern Adirondack or Myers Education Centers who wishes to drive a motor vehicle to BOCES, will follow these regulations:

1. Secondary students who possess a valid operator's license must be given permission by their home school to drive to BOCES. Permission to drive to a BOCES center will be determined by the home school driving policies.
2. A high school student must complete an application form provided by BOCES to receive a permanent student-driving permit.
3. When all necessary documents are on file, a parking sticker will be issued. BOCES property is private property and a BOCES recognized parking sticker or permission slip is required in order to park on BOCES property.
4. No passengers are allowed to be transported in vehicles driven by secondary students.
5. Full day secondary students may not leave campus during classroom hours.
6. Students must park in designated parking areas marked by appropriate signage.
7. Students must place the parking sticker on the designated window in their car.
8. In the case of special circumstances where students need their own transportation (e.g. doctor's appointment), written permission from the parent or guardian, verbal permission from the home school principal and BOCES principal is required 24 hours in advance. A separate permission form must be submitted and approved for each time a student plans to drive.
9. Adult students who drive to school must complete a permission form and display a BOCES parking sticker.
10. Driving permits are privileges, which can be revoked if violations occur.

**A. Following the receipt of a permit, students in violation of the items listed above will be subject to the following:**

**FIRST OFFENSE:** Warning letter will go home to parent/guardian and home school. Parent/guardian will receive verbal contact by the appropriate administrator to discuss the situation and will provide a reminder about what will occur in the event of another incident.

**SECOND OFFENSE:** Driving permit will be revoked for five (5) days and a letter will be sent to parent/guardian and home school. Parent/guardian will receive verbal contact by the appropriate administrator to discuss the situation and will provide a reminder about what will occur in the event of another incident. Vehicles parked on BOCES property during a revocation period will automatically be towed at the owner's expense.

**THIRD OFFENSE:** Driving permit will be revoked for ten (10) days and a letter will be sent to parents/guardian and home school. Parent/Guardian will receive verbal contact by the appropriate administrator to discuss the situation and will provide a reminder about what will occur in the event of another incident. Vehicles parked on BOCES property during a revocation period will automatically be towed at owner's expense.

**FOURTH OFFENSE:** Permit will be permanently revoked and the parent/guardian will receive a phone call from the administrator and a letter will be sent to them and the home school. Vehicles parked on BOCES property during a revocation period will automatically be towed at the owner's expense.

**B. Students who park on BOCES property without a valid parking permit will be subject to the following:**

**FIRST OFFENSE:** Verbal and written warning to the parent/guardian. Parent/guardian will receive verbal contact by the appropriate administrator to discuss the situation and will provide a reminder about what will occur in the event of another incident.

**SECOND OFFENSE:** The parent/guardian will be contacted by the administrator and will be given the option to immediately retrieve the vehicle, either personally or by an adult family member, or to have it towed at the owner's expense.

**THIRD OFFENSE:** The parent/guardian will be contacted by the administrator and informed that the vehicle will be towed at the owner's expense.

**C. Additional Administrative Procedures**

1. A notice (as defined by campus principals) will be sent on a yearly basis to the home school principals to inform them of the above regulations. A notice will also be sent to the parent/guardian of all students.
2. Each instructor will review the above procedures on a yearly basis with their classes, including distributing guidelines to their students.
3. Only campus principals have the authority to direct that a vehicle be towed at the owner's expense.
4. The campus principal will make sure that all documentation (i.e., phone contact log, copies of letters, etc.) for each student is in his or her possession prior to directing that a vehicle be towed at the owner's expense.
5. In the event an unusual circumstance arises that is not covered by the procedures stated above, the campus principal has the authority to deny or grant permission to drive, in cooperation with the home school and parent or guardian.