

# ANTHONY INDEPENDENT SCHOOL DISTRICT

## DISTRICT ACCOUNTING BULLETIN #60: 2014-2015 PARKING REGULATIONS

### 60.0 PURPOSE

1. The purpose of this Bulletin is to provide guidance to employees, students and volunteers regarding parking personal vehicles on District property. This regulation is based on the District's efforts to improve safety.

### 60.1 GENERAL

1. The Maintenance Manager is responsible for handling the District's Parking Pass Program.
2. The District's SRO and other employees designated by the Superintendent will be monitoring compliance and reporting infractions.
3. Applications must be renewed when individual changes vehicles or adds/remove a vehicle (students: at the beginning of a new School year).
4. Responsibility for making changes rests with the employee, student or volunteer.
5. Insurance required is based on requirement for Texas Drivers regardless of where individual is licensed to drive.
6. Town of Anthony's traffic ordinances will be enforced on District property.
7. Designated parking areas will be provided to impacted parties by the Operations Department.
8. Vehicles will be "booted" when [a] illegally parked in areas properly marked by signage and/or pavement markings or [b] when in violation of the parking regulations. **Boot will be removed at owner's expense.**

### 60.2 APPLICABILITY

1. This regulation applies to all employees, students and volunteers who park personal vehicles on AISD property. No exceptions.

### 60.3 APPLICATION PROCESS

1. All Employees and volunteers: A completed and accurate application must be submitted to the Maintenance Office on or before the first day of school for students.
2. New Employees: The parking application is a required part of the employee packet and must be completed upon hire.
3. New and Returning High School Students: The parking application will be a part of the forms issued to High School students during the registration process. Students cannot park on District property without a valid parking pass. NOTE: The parking guidelines will be enforced throughout the year beginning with the first day of school.
4. New and Returning High School Students: A copy of the current vehicle registration, valid insurance policy, and current driver's license must be included along with the completed parking application. Incomplete forms will not be accepted. All vehicles must be listed in the valid application submitted.
5. New and Returning High School Students: The insurance must show coverage for the vehicle(s) and list the student as an insured, and must be current. If the insurance policy expires, changes, or is cancelled, notification to the Operations Department is required. A copy of the new, renewed, or modified insurance policy must be submitted to the Operations Department within 5 business days of the change. Failure to comply will be a cause to revoke the issued permit.
6. Initial parking pass is free. Replacement of a parking pass will cost \$10.00 [non-refundable].
7. Only one parking permit will be issued for all vehicles listed on the registration form. Permits may not be sold, given away, or loaned to another person for his/her use.
8. Employees, students and or volunteers must park in designated areas. Parking in visitor slots will not be allowed.
9. Parking permits must be completely visible at all times from the outside of the vehicle (the permit must be hanged in the rear view mirror). Vehicles failing to display the permit properly will be considered in violation of the parking policy.
10. Direct all questions to the Maintenance Manager at 915-886-6516.
11. Application available on-line at:  
<http://www.anthonyisd.net/departments/maintenance/index.html>

### 60.4 SANCTIONS

1. Violations: No Parking Pass, Parking in non-designated areas or visitor's parking spots,
  - a. First Offense: Written notification on vehicle windshield.
  - b. Second Offense: Car will be booted. Removal of boot will be at the Owners Expense (\$25.00 fine).
  - c. Third Offense: Car will be booted. Removal of boot will be at the Owners Expense (\$25.00 fine). Loss of parking privileges for one semester.

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- d. Fourth Offense: Car will be booted. Removal of boot will be at the Owners Expense (\$25.00 fine).  
Loss of parking privileges for one school year.
2. Violations: Failure to update insurance or driving status, Failure to produce required documents.
  - a. First Offense: Written notification to driver.
  - b. Second Offense: Car will be booted. Removal of boot will be at the Owners Expense (\$25.00 fine).
  - c. Third Offense: Car will be booted. Removal of boot will be at the Owners Expense (\$25.00 fine).  
Loss of parking privileges for one semester.
  - d. Fourth Offense: Car will be booted. Removal of boot will be at the Owners Expense (\$25.00 fine).  
Loss of parking privileges for one school year.
3. VIOLATION: Borrowing /Loaning/Selling Parking Pass
  - a. First Offense: Loss of parking privileges
4. Town of Anthony Traffic Ordinances: examples: Parking in Handicapped parking without proper endorsements, Parking in Fire Lanes (Designated red or yellow), Speeding Violations, etc.: Subject to the Town' of Anthony's schedule of traffic violations. Violators will be ticketed – No exceptions!

#### **60.5 PERSONAL PROPERTY**

1. The AISD shall not be responsible for bodily injury, thefts, losses or damages to the individual or personal property parked on District property. Individuals are cautioned to be aware of traffic at all times and to safeguard their property.

#### **60.6 DESIGNATED PARKING AREAS**

1. Effective September 12th, 2011, the following regulations apply:
  - a. All staff, employees, support staff, volunteers, students shall park in the designated parking areas. Valid permit is required. Visitor slots and handicap slots shall be designated as such, no students, staff and volunteers will be allowed to park in these zones unless you have the proper permits.
  - b. Elementary School Parking lots: All staff, volunteers, students may park in the Elementary School parking lots on Poplar street. Visitor slots and handicap slots shall be designated as such, no students, staff and volunteers shall be allowed to park in these zones unless you have the proper permits.
  - c. Parking lot between the Elementary Cafeteria and the Bus Barn is assigned to support staff only.
  - d. Parking lot in between the Middle School front entrance and Middle School GYM shall remain closed to parking. Parking lot in between the Middle School Gym and the Football Field shall remain closed to parking during school hours. (Official Vehicles only)