

ANTHONY INDEPENDENT SCHOOL DISTRICT

DISTRICT ACCOUNTING BULLETIN #60: PARKING ON AISD PROPERTY

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 Operations Director 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 insurance, driver status or changes vehicles.
4. Responsibility for making changes rests with the employee, student or volunteer. To the extent possible, the Operations Department will ask for insurance updates two weeks before insurance expires.
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: A completed application must be submitted to the Operations Director's 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. 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. Each vehicle must have a valid application submitted per vehicle, as a separate permit will be issued for each vehicle.
5. The insurance must show coverage for the vehicle and list the employee/student/volunteer as an insured, and must be current. If the insurance

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- 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. Parking passes cannot be switched from one vehicle to another and are non-transferrable. The permit will be revoked and future permits will not be issued if the permit holder violates this rule.
 7. Initial parking pass is free. Replacement of a parking pass will cost \$5.00 [non-refundable].
 8. Permits may not be sold, given away, or loaned to another person for his/her use.
 9. Employees, students and or volunteers must park in designated areas. Parking in visitor slots will not be allowed.
 10. Parking permits must be completely visible at all times from the outside of the vehicle (the permit must be pasted on the lower hand corner of the windshield on the passenger's side). Passes must be stuck on the windshield with the sticker's adhesive, not tape or any other removable means. Vehicles failing to display the permit properly will be considered in violation of the parking policy.
 11. Direct all questions to the Operations Director at 915-886-6516.
 12. Application available on-line at:
<http://www.anthonysd.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.
 - 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 or Loaning Parking Pass
 - a. First Offense: Loss of parking privileges

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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 9th, 2009, the following regulations apply:
 - a. The parking lot at the end of the 6th Street in front of the Middle School and Middle School Gym is designated as a drop off and pick up zone only from the hours of 7am – 8:30 am and 2:30 pm – 4:00 pm. Only visitors shall be allowed to park in this lot during the operation hours. (7am to 8pm- While school is in session, 7am to 4pm- While school is not in session)
 - b. All staff, employees, volunteers, students shall park in the High School parking lot. Valid permit shall be required. Visitor slots shall be designated as such, no students, staff and volunteers will be allowed to park in these zones.
 - c. Elementary School Parking lots: All staff, employees, volunteers, students may park in the Elementary School parking lots. Valid permit shall be required. Visitor slots shall be designated as such, no students, staff and volunteers shall be allowed to park in these zones.
 - d. Parking lot in between the Middle School Gym and the Football Field shall remain closed to parking. (Official Vehicles only)