



**The Center for Instruction, Technology & Innovation  
Request for Student Driving / Parking 2023-2024**

**BEFORE DRIVING TO CITI, YOU MUST OBTAIN PARKING PERMISSION FROM THE OFFICE BY COMPLETING THIS FORM AND BRINGING IN THE REQUIRED DOCUMENTATION.**

**Required Documentation:** (bring in originals – our office will make a photocopy)

Driver’s License     Proof of Insurance     Vehicle Registration     Supporting Documentation

**Board of Education Policy for CiTi BOCES Student Transportation – Code 6250/ Section 6000:**

Students attending BOCES classes are expected to use the school buses provided to transport them.

When a student has employment immediately after the conclusion of BOCES which would necessitate their driving to the campus, it will require the student to submit a note from their employer stating the days and hours employed. Permission to drive must first be secured from the home school Principal then from the BOCES Administrator here on campus. The appropriate forms must be signed and submitted.

In those instances where students need to provide their own transportation, driving permits may be issued through the respective BOCES school office. Students using vehicles on BOCES property shall obey all traffic regulations of the State and of BOCES. Reckless driving and/or speeding shall not be tolerated. Student parking shall be allowed only in authorized places.

This policy applies to students attending BOCES campus programs as well as programs housed in local school districts.

**Rules And Regulations:**

1. **Permission must be secured at least one day before the date you wish to drive. (Failure to do so will result in a violation of the driving policy).**
2. Copy of current Driver’s license, vehicle registration and insurance card must be on file in the office.
3. Must have forms signed by all parties listed (CiTi Administrator being the last to sign).
4. Students driving to and from CiTi BOCES will not be permitted to leave the parking lot prior to departure of all school busses.
5. **Students are not allowed to transport other students without prior approval. A request for Transporting Passengers Form and a Request for Passenger to Ride Form must be completed. Students are only allowed to transport one passenger.**
6. All safety rules must be observed. Extreme caution will be exercised when entering and leaving the campus.
7. The applicant assumes full responsibility for any damage or loss to the car or its contents while at the campus.
8. All vehicles must be parked in the front parking area and display school parking pass on the dash of the car.
9. Any student arriving late or leaving early must sign in/sign out with the main office.

**I understand and agree to follow the rules stated above.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Any approval granted in no way supersedes New York State Licensing Laws)**

Name \_\_\_\_\_ Home School/District \_\_\_\_\_

Program/Class \_\_\_\_\_  AM     PM     All Day

Reason for driving  
(Check appropriate box):

- Internship: \_\_\_no campus parking \_\_\_ campus parking, stating schedule: \_\_\_\_\_
- Work – Must provide written statement from employer, stating schedule
- Appointment/One-Day – Must provide note from doctor or parent/guardian or approved vehicle work request

Make of vehicle \_\_\_\_\_ Model of vehicle \_\_\_\_\_

Year \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_

**Date(s) to drive – From \_\_\_\_\_ To \_\_\_\_\_**

**Parent/Guardian:**

As a parent/guardian, I verify that the vehicle has passed inspection and is currently insured according to the requirements of New York State Law. I understand that by permitting my student to drive to the Center for Instruction, Technology & Innovation (CiTi). I am waiving my right to have my student’s home school district transport my student and agree to hold the school district and CiTi harmless for any accident that may occur while my student is driving to or from CiTi. This permission is limited to the time necessary for my student to travel to CiTi.

Printed Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Acceptance of Terms:**

I have read the above statement signed by my parent/guardian which authorizes me to drive to CiTi. I agree to fully comply with all terms set forth, and the rules and regulations as listed on the other side of this document, including the fact that I will not transport anyone else to or from CiTi without approved paperwork. I understand that approval of this request requires a legitimate need to drive exists and that I operate my vehicle carefully and safely. The privilege of driving to school may be revoked for noncompliance of the school rules.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Permission \_\_\_\_\_ Date \_\_\_\_\_

Home School Administration Permission \_\_\_\_\_ Date \_\_\_\_\_

CiTi Administration Permission \_\_\_\_\_ Date \_\_\_\_\_

**STUDENTS NOT ABIDING BY THE RULES WILL LOSE DRIVING PRIVILEGES FOR THE REMAINDER OF THE SCHOOL YEAR AND FACE THE POSSIBILITY OF BEING SUSPENDED.**

*Office use only:*

**Approval to Drive:**       **Yes - Parking Pass Number** \_\_\_\_\_

**No - Reason/Notes:** \_\_\_\_\_

**Approval to carry Passenger:**  **Yes - Name of passenger** \_\_\_\_\_

**No - Reason/Notes:** \_\_\_\_\_