



PERMISSION TO DRIVE TO KEY SCHOOL
Upper School
2019-2020

The Upper School allows **eleventh and twelfth graders**, who have parental permission, to drive to School and park in the student parking lot. Because eleventh and twelfth grade students are given preference for parking, **parents of tenth grade students must contact Brian Michaels, Head of the Upper School, if they wish their child to drive to School.** All students will receive a **parking decal for each car** listed below designating their permission/authorization to drive to School, and **this decal must be displayed** in the driver's side lower corner of the rear window of any car used by a student driver.

If you wish to give your son or daughter permission to drive to School, complete **all sections** of this form and return it to Cindi Asquith in the Upper School office. A student may not drive to School until this form has been completed and returned to the Upper School office and the student has received his or her parking decal(s).

I have reviewed the "Traffic and Parking" and "Policies Related to Student Drivers" found at the end of this form with my child. Please keep this document for future reference.

I give _____ permission to drive to School.
Student's Name - please print

Listed below is information on **all cars** that my child may drive to School:

Car #1

Make and year of car: _____ Color: _____

License Plate State: _____ License Plate Number: _____

Car #2

Make and year of car: _____ Color: _____

License Plate State: _____ License Plate Number: _____

Signature of parent or guardian

Date

I have permission to drive to school. I have reviewed the "Traffic and Parking" and "Policies Related to Student Drivers." I understand that this privilege may be suspended or revoked by Key School for such reasons as unauthorized early departure, lateness, unsafe driving, use of the car in the parking area for unauthorized activities, parking in an unauthorized location, or other violations.

Student's Name- please print

Signature of Student

Date

NOTE: Return this form to the Upper School Office by the first day of classes.

Student Driving/Parking Privileges

Traffic and Parking

In an effort to ensure safety and prevent traffic and parking problems from occurring at the beginning and end of the school day, the following policies and protocols should be observed.

- The student parking lot may not be used for drop off / pick up or parent parking.
- When driving, please approach the Key campus via Harbor Drive and travel up Carroll Drive towards Hillsmere Drive. *Do not use Tayman Drive.*
- When using the pick-up and drop-off area adjacent to the Science and Library Center, pull as far forward as possible, allowing those waiting to pull in as well. Because it is a fire emergency lane, parking or waiting on the Science and Library Center side of this lane is strictly prohibited. Park only in marked places.
- Courtesy and patience toward pedestrians and other drivers during congested drop-off and pick-up times are essential and appreciated.
- Carpooling saves time and gas, and it can significantly reduce the volume of traffic. A new Google-maps-based Carpool Module will be launched on the Parent Portal at the end of July.
- Dropping off and/or picking up children on the opposite side of any street from Key's campus creates a very dangerous situation and is prohibited.
- Do not park or wait on driveways or lawns of Key's neighboring houses.
- Avoid parking or waiting at the Smith House exit as doing so causes traffic flow problems and creates fire emergency dangers.

Policies Related to Student Drivers

- Student drivers must have a "**Permission to Drive to Key School**" form, signed by parents and students, on file in the Upper School office before they may drive a car to School.
- Student drivers must observe all traffic laws. Particular caution is required in the Hillsmere residential neighborhood and when driving near and on campus.
- Only eleventh and twelfth graders may park in the student parking lot and, in the lot, students may only park in marked parking places. Cars parked outside of marked spaces are subject to towing at the owner's expense.
- After first arriving at School, students may not drive their cars until they leave School at the end of the school day (or earlier with special permission from the Upper School office).
- Students whose cars are parked in the student lot or on Carroll Drive may drop off or retrieve belongings from their cars during the school day, but students may not congregate or loiter near cars parked on Carroll Drive or other streets.
- Students may not occupy their cars during the school day (8:15 a.m. to 3:25 p.m.).
- Car stereos and radios may not be played before 3:30 p.m.
- In the event of any sort of accident, even the smallest "fender bender" in the student lot or on roads bordering campus, the student drivers involved must notify the Upper School Division Head right away.
- Students who fail to respect these policies may lose their parking/driving privilege and face disciplinary action.