

# KMHS Parking Procedures – 2nd Semester – 2018-19

Pick Up Applications: In Admin I beginning or on Website: December 17th, 2018.

Parking Decal Pick Up & Sales: All Seniors, Juniors, and Sophomores:

Friday – January 4th, 2019 from 1:00 pm to 3:00 pm

No students will be allowed in line after 3:00 pm

Parking permits will not be sold again until January 9th

## CHECKLIST

ALL OF THE FOLLOWING ITEMS MUST BE COMPLETE IN ORDER TO  
PROCESS YOUR APPLICATION.

- \_\_\_\_\_ All information requested on Application is entered, i.e., VIN, Tag #, Driver's License #, School Site, etc.
- \_\_\_\_\_ Parking Permit Application signed by: **PARENT & STUDENT.**
- \_\_\_\_\_ Truancy Form (attached) signed by: **PARENT & STUDENT.**
- \_\_\_\_\_ Copy of Student's driver's license. It must be **current and Georgia ONLY.**
- \_\_\_\_\_ \$50.00. Paid **ONLINE ONLY** at <https://www2.mypaymentsplus.com/welcome>

- \_\_\_\_\_ Copy of Student's **current proof of insurance** at the time of application. This document must reflect insurance company's name, telephone #, policy #, date/term of coverage and the vehicle the student will be driving on campus.
- \_\_\_\_\_ **Applications will not be accepted or processed if you have an unpaid parking fine, Media Center fine or a returned check from previous school years.** It is your responsibility to be prepared to pay these items **with a separate check** or correct change. Please allow additional time to process your application and plan your schedule accordingly.
- \_\_\_\_\_ PLEASE NOTE THAT A PHOTOCOPY OF CURRENT INSURANCE AND DRIVER'S LICENSE MUST ACCOMPANY THE PARKING APPLICATION

**If any one of the following is incomplete.....your application WILL NOT be accepted. You will have to re-apply January 9<sup>th</sup>. No exceptions will be made.**

### Frequently Asked Questions

**MAY I LAMINATE MY DECAL?** No. Laminated decals will be considered "VOID". You will receive a fine and be required to purchase another 1<sup>st</sup> car decal at full price. (*Pull paper off back of decal and adhere to driver's side front windshield.*)

**MAY SOMEONE ELSE BRING MY APPLICATION IN FOR ME?** Yes. However, **it is your responsibility** to be certain the application is complete with all signatures, copies, no outstanding fines, etc. **It is their responsibility** to give you your decal. No "lost" decals will be honored. "Lost" decal = \$50.

**IS THERE ANOTHER DAY TO PURCHASE PARKING DECAL?** After December 17th, the next available day to purchase a decal will be Wednesday, January 9<sup>th</sup> and every other Tuesday after that date.

**HOW LONG WILL IT TAKE TO GET MY DECAL?** If you have the checklist complete, it should move quickly from table to table. Plan at least 45 minutes.

**MAY I GIVE MY APPLICATION AND MONEY TO AN ADMINISTRATOR OR TEACHER?** No.

**WILL I GET A PARKING FINE JANUARY 7<sup>TH</sup> IF I DON'T HAVE A PARKING DECAL?** Yes. Bottom line: One day parking **will not be sold** the first week of school and if you have not purchased a parking decal...**you will get a ticket.**

**WHEN WILL ONE- DAY PARKING BE SOLD?** Starting January 14<sup>th</sup> - **During lunch only** for next day parking.

### Additional Parking & Driving Expectations:

In addition to the parking guidelines outlined on the parking application, Kennesaw Mountain Administration expects all drivers and passengers to conduct themselves in a responsible manner while driving on KMHS property and in local subdivisions.

**All student drivers should understand that the following violations may result in their loss of parking privileges:**

1. Parking in the incorrect parking lot.
2. Suspension for any drug, alcohol, or weapons violation.
3. Leaving, attempting to leave, or coming on campus without checking out/in through PPO.
4. Reckless driving (includes speeding through any part of the parking lot or neighboring subdivisions).
5. Entering Bus Port area before or after school without direction from administration.
6. Excessive tardies.
7. Excessive parking tickets.
8. Improperly displayed decal. Decals **must** be correctly affixed on the Driver's side to the windshield of the car to which it is registered.

Additional rules are outlined on the back of the parking application. The KMHS administration reserves the right to revoke parking for other discipline issues.

Pay close attention to the dates on insurance card and it is for the vehicle you are driving to school.

This inaccurate information is the #1 reason for applications being rejected.