



Willamette Leadership Academy Student Driving Privileges

Revision

09/20/2018

Purpose

This policy is placed into effect to provide the oversight and assurances needed for cadets, parent(s) and staff to be able to effectively assess the appropriateness of allowing driving privileges to cadets attending Willamette Leadership Academy. As a privilege, cadets have the opportunity to request driving and parking privileges at Willamette Leadership Academy (WLA). These privileges are awarded only with parents' consent to cadets who have met all the policy requirements, and as space is available.

Objective

To establish clear parameters and policies that cadets and staff will follow in order to be in compliance with federal, state, and local applicable laws, rules, and regulations, regarding driving and WLA.

Definitions/Acronyms

ID	Photo Identity Card
WLA	Willamette Leadership Academy
HS	High School

Process and Policy Regarding Driving Privileges

Cadets must first pick up this cadet diving privilege packet, which is available in headquarters at the battalion. This packet explains all of the rules that cadets must abide by to drive to and from WLA, as well as to be able to park on WLA grounds. The enclosed agreement and checklist must be completed and signed by both the cadet driver and a parent/guardian, before being approved by their company 1SG, company commander, Sergeant Major, and finally the battalion commander. Cadets must be in good academic standing and bring a current and valid insurance card (card must show cadet as insured, otherwise a card in the parent's name and a note from the insurance agency stating the cadet is covered will be required) and license in addition to a current grade report order to apply for the parking privileges. If a cadet is approved, they will be issued a parking pass, which must be displayed on the dashboard of the vehicle that will be parked on school property.

Parking permits are not transferable between vehicles owned by the cadet or family unless vehicle insurance for each vehicle can be proven. In such a case, multiple license plate numbers will be authorized by HQ for use with the parking pass.

**Unauthorized vehicles parked on campus
will risk being towed at the owner's expense.**



Agreement: Cadet Driving and Parking on Campus

- Cadet on-campus parking privileges are approved on a quarterly basis. If approval is made, the cadet is issued a permit to be displayed on the dashboard of the cadet’s vehicle. Each quarter, the cadet must re-apply for another permit.
- Cadet drivers are expected to be in school on time and not leave before final formation and dismissal.
- Unauthorized vehicles are not allowed on school property during school hours. Since parking permits are not transferable, a cadet driver must promptly notify the Sergeant Major or Battalion Commander if he or she is going to be using a different vehicle than the one authorized. An insurance card for the new vehicle is required PRIOR to using it.
- Unauthorized vehicles parked on campus risk being towed. This means that if a cadet drives to and parks on campus without privileges and a parking permit, the vehicle may be towed at the owner’s expense.

CADET’S INITIALS: _____

PARENT INITIALS: _____

- Cadet Driver must be in Good Academic Standing (**FAILING NO CLASSES**). If a Progress Report is pulled and a cadet has a failing grade, driving privileges will be suspended until the grade is brought up. This means the cadet must ride the bus to school or find alternative transportation.

CADET’S INITIALS: _____

- Cadet MUST be passing all classes to apply for driving privileges.
- Cadet drivers must abide by state and local traffic laws at all times on school property.

CADET’S INITIALS: _____

- Cadet drivers may not return to their vehicles or move them during the school day without administrative permission.
- Cadets and parents need to be aware that vehicles are subject to search for safety reasons just like backpacks.
- A cadet may have Driving Privileges suspended as part of corrective action.
- Cadet drivers are **not** allowed to drive other cadets to or from school unless permission is granted by the battalion commander. Failure to comply will result in disciplinary action.

CADET’S INITIALS: _____

These rules are designed to ensure the safety of cadets, faculty, and staff, and to reduce congestion and improve safety and security on the school campus. Cadet drivers who do not abide by the rules, are tardy or absent without permission (for example, having unexcused absences), have failing grades at quarter end, or have discipline referrals can lose the privilege of driving and parking at the school.

Sign and Date indicating agreement with the above regulations:

Cadet Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



WLA On-Campus Parking Privilege Checklist

Cadet's Responsibilities:

All items in the checklist below are the cadet's responsibility, should be completed in order, and must be complete before the cadet will be considered for on-campus parking privileges.

- Cadet must be passing all your classes
- Cadet and parent or guardian read entire agreement
- Cadet signs and initials where required (both in agreement and below)
- Parent or Guardian signs and initials where required (both in agreement and below)
- Cadet requests a current grade report from your unit 1SG or company commander
- Cadet obtains signatures of approval below from parent/guardian, company 1SG, & SGM
- Cadet takes valid driver's license and insurance card to HQ for photocopying and to turn in this completed packet

Signatures of Approval:

Cadet: _____ Date: _____

Parent/Guardian: _____ Date: _____

Company 1st Sergeant: _____ Date: _____

Company Commander: _____ Date: _____

Sergeant Major: _____ Date: _____

- **You will know your privileges have been approved** if you receive a parking pass
- **You will know your privileges have been denied** if you receive this packet is returned to you with a written reason why it was returned.

----- HEADQUARTERS USE ONLY -----

Approved:

Signature of Battalion Commander: _____

Date permit issued: _____ License Plate: _____

Denied:

Reason for denial: _____