

**Rules and Regulations for Drivers/Riders**  
**(Students attending MCHS, RHS, and VJHS)**  
**Madison Career and Technical Center**  
**2023-2024**

1. Before driving/riding in a personal vehicle to Madison Career and Technical Center (MCTC), students must have a completed permit form on file in the office. **All permits will be verified by calling each student's parent or guardian.** Students will be required to ride the bus until they have been issued a driver/rider permit. A copy of each student's driver's license and proof of insurance must be on file. The cost of a driver/rider pass is \$20 paid through MY SCHOOL BUCKS or Cash. We **DO NOT** accept checks.
2. **FOR SAFETY REASONS: Students should always park in their assigned (numbered) parking space. If a student parks outside of their assigned space, they will be placed on the bus.**
3. Drivers and riders are required to exit their vehicles and enter MCTC as soon as they arrive on campus. Students will not be permitted to gather in the parking lot.
4. **FOOD AND DRINKS MUST BE LEFT INSIDE VEHICLES.**
5. Missing the bus does not give a student permission to ride with an unapproved student. If a student misses the bus, they are required to report to the office at their home school for directions.
6. Drivers and riders can not enter the school until 7:45 a.m.
7. **Morning students will be tardy after 8:40 a.m. Afternoon students will be tardy by 12:40 p.m.**
8. **Drivers may not transport a student who has not been approved through the office.** Any violation of this regulation will result in the driver and the rider not been allowed to travel in a personal vehicle for one semester.
9. Riders must have a completed permit form for each driver they ride with to MCTC. No more than four (4) individuals may ride in any one vehicle (Note: The vehicle must have four seats and four seat belts.)
10. Drivers must drive their own vehicle and should drive the vehicle listed on their permit form. However, if for some reason a student must drive a different vehicle, they must show proof the alternate vehicle is owned by their parent or guardian. Any student who drives a vehicle that is not owned by their family will be placed on the bus for one semester.

11. **Males and females are not permitted to ride together unless approved by Dr. Lollar.**
12. Students are not allowed to return to their vehicles until the end of class. Students must have permission from Dr. Lollar in order to return to their vehicles during class time.
13. Loud noise is not permitted in the MCTC parking lot. Car stereos and radios must be turned down before entering the parking lot.
14. Students are required to be in dress code when they exit and enter vehicles.
15. Driver/rider permits should be placed on dash.
16. Having the privilege to drive/ride does not permit students to be late for class. Students are encouraged to report straight to MCTC and directly back to their home schools. Having to stop for gas and /or food or waiting on another student are not excuses for being tardy. The following discipline tree will be used for tardies:
  - 3 tardies = 3 days on the bus
  - 4 tardies = 5 days on the bus
  - 5 tardies = 10 days on the bus
  - 6 tardies = Remainder of semester on bus
17. Leaving MCTC or home schools before the designated time will result in being placed on the bus.
18. Beer cans and tobacco products (cigarettes, vapes, etc.) should not be present in vehicles. Violations of this regulation will result in drivers/riders losing their permit for the year. In addition, further disciplinary action will occur for illegal items being on campus.
19. Guns and other weapons should not be present in vehicles. Disciplinary action will occur for illegal items being on campus.
20. Any vehicle is subject to search at any time by individuals and/or canines.
21. Students must follow all school rules when they are on their way to or from MCTC.
22. Students should obey all speed limit signs and one-way signs in the parking lot. Students should not drive faster than 10 mph. Drivers who drive recklessly to and from MCTC will lose their privilege to drive for at least one semester.
23. Students who skip class will lose their permit for at least ten days.
24. Students must have a signed random drug testing consent form on file in order to receive a driver/rider pass.

Unless otherwise noted on pages 1 and 2, violations of these regulations will result in the following actions:

**1<sup>st</sup> offense—permit suspended for five to ten class days**

**2<sup>nd</sup> offense—permit suspended for one semester**

**3<sup>rd</sup> offense—permit suspended for the remainder of the school year**

The home school may also administer discipline at their own discretion.

## ***Please provide:***

***1. Valid driver license***

***2. Proof of insurance***

***3. Drug testing consent form (sign front and back)***

***Morning Student will be tardy after 8:40 a.m.***

***Afternoon Students will be tardy by 12:40 p.m.***

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*Riding and driving are privileges given to you by the Madison County Schools. You are only entitled to bus transportation to and from MCTC. This privilege can and will be taken away if you violate the above rules. The faculty and staff of MCTC are most concerned about your safety when traveling to MCTC. Please drive the speed limits, do not tailgate, and be very careful as you go to and from school. I have read and had these rules explained to me and agree to abide by them.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MCTC Office Personnel Issuing Permit

\_\_\_\_\_  
Date

MADISON CAREER & TECHNICAL CENTER

# DRIVER PERMIT FORM

2023-2024

This document must be filled out, signed by your parent, signed by a principal from your home school, and signed by Dr. Lollar

This form must be returned to the office at Madison Career and Technical Center (MCTC) in order to receive a driver's permit. In addition to this form, students must provide a copy of their driver's license and proof of insurance. The cost of a driver's permit is \$20.

I hereby give my consent and permission \_\_\_\_\_  
(Student's Name)

to drive a personal vehicle to Madison Career and Technical Center to attend classes. I release Madison County Schools from any and all liabilities that may incur during this time.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

I have read and understand the rules concerning driving a personal vehicle to MCTC. I also understand that my parent or guardian will be contacted to verify their signature. If incorrect signatures are discovered, I understand that I will be required to ride the bus for the remainder of the school year.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
MCTC Class and Block

\_\_\_\_\_  
Home School

\_\_\_\_\_  
**Home School Principal's Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Make of Car and Tag Number/Color

Receipt of Permission Acknowledged

\_\_\_\_\_  
MCTC Principal

**MADISON CAREER & TECHNICAL CENTER**  
**RIDER PERMIT FORM**  
**2023-2024**

This document must be filled out, signed by your parent, signed by a principal from your home school, and signed by Dr. Lollar.

I hereby give my consent and permission for \_\_\_\_\_ to be  
transported (Student's Name)

to and from the Madison Career and Technical Center each day with \_\_\_\_\_.  
(Driver Name)

I release Madison County Schools from any and all liabilities that may incur during the transport of my child.

\_\_\_\_\_  
Signature of Driver's Parent

\_\_\_\_\_  
Signature of Rider's Parent

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I have read and understand the rules concerning driving a personal vehicle to Madison Career and Technical Center. I also understand that my parent or guardian will be contacted to verify their signature. If incorrect signatures are discovered, I understand that I will be required to ride the bus for the remainder of the school year.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
MCTC Class

\_\_\_\_\_  
Home School

\_\_\_\_\_  
Signature of Home School Principal

\_\_\_\_\_  
Date

Receipt of Permission Acknowledged:

\_\_\_\_\_  
MCTC Principal