



MAS Integrated School, MASIS Inc.
4524 Bianca's Convention Center Suite #5
Añasco, Puerto Rico, 00610-9684

Students Driving to School

Dear Parents:

Because many senior students are driving to and from school, Mas Integrated School MASIS Inc. has a responsibility to ensure their welfare and safety. If this should be the case with your son/daughter, the school requires that student drivers must seek permission from the school BEFORE driving a vehicle to and/or from the school. Please see below for the required forms.

Documents to Complete, Sign, and Return to School:

1. *Form A*- Policy on Students Driving to School and Student Passengers of Student Drivers
2. *Form B*- Permission to Drive School and Car Parking Permission
3. *Form C*- Permission for Student to be Passengers of a Student Driver

Documents to Bring to School

1. A legible copy of student's driver's license
2. A legible copy of parents' driver's license
3. A legible copy of the car registration
4. A legible copy of proof on insurance showing coverage for student and third parties (if there will be a student passenger)

These forms are available from our main office or our school's website. It is the student's responsibility to obtain and return the relevant forms before he/she begins to drive to school. Please note that if a student driver is to transport any student, Form C is required to be submitted by **both** passenger and driver parents/guardians. School expectations are detailed in the school policy on student drivers. Breaches of the School policy will lead to appropriate disciplinary action.

The school knows young drivers are at greater risk than older more experienced drivers. Consequently, we are conscious of the need to ensure a duty of care for our students. As always, we appreciate your support.

Yours sincerely,

Miriam Aviles Soto
School Director



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Form A: Policy on Students Driving to School and Student Passengers of Student Drivers

Given that more senior students are driving to and from school, *Mas Integrated School, MASIS, Inc.* has a responsibility to ensure their welfare and safety. Therefore, the *Policy on Students Driving to School and Student Passengers of Student Drivers* will apply to those students considered seniors, those enrolled in the 12th grade. An exception to this policy must be revised and approved by the School Board of Directors. Thus, the following policy outlines what *Mas Integrated School, MASIS, Inc.* expects from student drivers and student passengers of student drivers; its regulation applies during school hours and only on school grounds.

1. Parents, legal guardians, and students will abide by school expectations and norms before authorization is given by the school.
2. Students will register all vehicles to be driven to and from school.
3. Parents and legal guardians will complete all required forms to include the type and description of vehicle(s), registration details, vehicle(s) registration number, drivers' licenses, name of insurance company that includes personal coverage on the driven vehicle, which should include the student and third parties.
4. Students will have a legal driver's license from Puerto Rico, adhere to all road rules, and drive in a safe and responsible manner to and from school.
5. Students must always observe the speed limit posted around school grounds.
6. Students will not accept an offer of a ride to or from school from another student unless the permission form has been completed and approved by the School Director.
7. Students will be required to notify the school of any passenger who may be travelling with them. Therefore, students will not carry other students as passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian. This will also apply during school activities and events unless they have been properly authorized in writing by parents or legal guardians and approved by School Director.
8. Students authorized to drive to and from school will park in the areas designated by school authorities and always hang a school parking tag on the rearview mirror while the vehicle is on school property. Parking tags will be issued to 12th grade students if they meet the required School Drug Screening and abide by the School Student Code of Conduct.
9. Cars will be parked at the owner's own risk. The school will not assume any responsibility for damaged or stolen cars.
10. Students will never park in the following areas: At the front parking lot of Bianca's building, areas reserved for visitors or handicapped spaces, unless a special permit has been issued to the student by the Puerto Rican "Departamento de Transportación y Obras Públicas".
11. Upon arrival to school, students are to go directly to their classroom and not return to their cars until they are ready to leave campus. This will include lunch periods.
12. Students will not be permitted to drive from school grounds before dismissal or remove/move the vehicle during school hours, unless there is an exceptional circumstance, and it is authorized by the School Director.





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13. Students needing to leave campus during regular class hours must submit written permission from the parent and have approval from the School Director. Students must sign out and sign in on the main office log sheet.
14. Disciplinary sanctions will apply when a student:
 - a. is not in compliance with the above said driving policy,
 - b. does not have a parking tag or does not have the tag in the proper place,
 - c. has been absent or tardy without a legitimate excuse,
 - d. is suspended or expelled from school,
 - e. presents behavior issues and does not abide by Code of Conduct, or
 - f. if there is reasonable suspicion that a weapon, any substance covered under the school's drug and alcohol policy, or anything endangering the health and welfare of students is in a student vehicle. (Refer to Right to Search in the *Parent-Student Handbook*)
15. If driving privileges have been revoked by the school and the student still drives to and from, the vehicle will be towed away at owner's expense and/or actions will be reported to the proper authorities.

Members of the school community will also be requested to inform the school if they are aware of any students who are driving to and from school in a reckless or dangerous manner or who are not adhering to road rules. All reports will be investigated. Thus, the school reserves the right to revoke driving privileges at any time, if students fail to meet the norms stipulated in the policy. At this time parents will be notified, and appropriate student sanctions will be applied. The Board of Directors reserves the right to revise, amend, and update this policy from time to time. The school will notify Parents/ Legal Guardians and students or said revision, amendment, or updates.

We acknowledge to have received the **POLICY ON STUDENTS DRIVING TO SCHOOL AND STUDENT PASSENGERS OF STUDENT DRIVERS** and consent to abide by the regulations and procedures described herein. We understand that abuse of this privilege will result in

_____ having the driving permission to and from school revoked.

Student Signature

Parents/Legal Guardian Signature

Date





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FORM B: Permission to Drive to School and Car Parking Form

This form must be completed by Parents/Legal Guardians of the student who intends to drive to school either occasionally or regularly.

Student Information

Student Name _____ Age _____ Date _____

Address _____ Phone _____ Grade _____

Driver's License Number: _____ Issue Date _____

Expiration Date _____

I am aware of the school requirements regarding students driving to school and agree to adhere to the policy.

Student's Signature: _____ Date: _____

Note: A copy of the student's driver license must be attached to this form.

Parents'/Legal Guardians' Information

Father's name: _____ Mother's name: _____

Legal guardian's name _____

Address (if different from student) _____

Phone _____ Driver's License Number: _____

Issue Date _____ Expiration Date _____

Vehicle Information

Name in the vehicle registration showing ownership _____

Phone _____ Car Make _____ Color _____

Year _____ Type of Vehicle(s): _____ Model _____

Registration Number _____ Issue Date _____

Expiration Date _____ Vehicle(s) License Number(s): _____

Name of Insurance Company _____

Coverage provided for student: ☐ YES ☐ NO

Note: A copy of the vehicle registration and insurance coverage must be attached to this form.

We, the undersigned Parents/Legal Guardians of _____ authorize our child to drive to and from school, its activities and/or events. We are aware that he/she should not transport any other student unless a form is completed, and permission granted. We are also aware that our child must have a valid driver's license and insurance.

Father/Legal Guardian Signature: _____ Date: _____

Mother/Legal Guardian Signature: _____ Date: _____

Note: If the student intends to drive any car other than the one registered on this form, it must also be registered with the school. Fill one form per car to be used. Cost per vehicle: \$10.00. Place permit on rearview mirror.



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(To Be Completed by The School)

Tag Issued: Date_____

Number_____

Parking Permit Number: _____

Vehicle #1-\$10.00 Payment received: ☐ Check ☐ Cash

Vehicle #2-\$10.00 Payment received: ☐ Check ☐ Cash

Vehicle #3-\$10.00 Payment received: ☐ Check ☐ Cash

Attach copy of student's and parents' driver's licenses and insurance copy.

Approved by:

School Director

Date



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Form C: Permission for Student to be Passengers of a Student Driver

As stated in Mas Integrated School, MASIS, Inc.'s Policy, student drivers are not allowed to carry passengers to and from school or events and activities connected with the school unless it has been previously authorized. This authorization requires the permission of the parents/legal guardians of the passenger and the permission of the parents/legal guardians of the student driver.

Student Driver Parent Permission

- a. I authorize _____ to accept other students enrolled at MASIS as passengers in the vehicle while driving to school or related events/activities.
- b. I do not authorize _____ to accept other students enrolled at MASIS as passengers in the vehicle while driving to school or related events/activities.

Father's/Legal Guardian's Signature: _____

Mother's/Legal Guardian's Signature: _____

Date: _____

Parent/Guardian of Passenger Permission

Students wishing to travel as passengers with student drivers must have permission to do so. Mas Integrated School, MASIS, Inc. is not responsible for anyone transported by the student. I/We give permission for my child to be driven to and from school by _____. I/We are aware of the school requirements regarding students driving to school.

Student's Name	Parent's Signature	Date

Approved by:

Miriam Avilés Soto
MASIS School Director

Date



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