



MAS Integrated School, MASIS, Inc.  
PO Box 174  
Añasco, Puerto Rico, 00610-9684

## Students Driving to School

Dear Parents:

As more students take on the responsibility of driving themselves to school, Mas Integrated School (MASIS Inc.) prioritizes their safety and well-being. To ensure this, all student drivers must obtain permission from the school before driving to or from campus. Please see below for the required forms.

### Documents to Complete, Sign, and Return to School:

1. [Form A- Policy on Student Drivers and Passengers](#)
2. [Form B- Permission to Drive to School and Car Parking Form](#)
3. [Form C- Student Driver Permission for Passengers](#)

### Documents to Bring to School

1. A legible copy of the 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 on our school's website. It is the parent's and 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 must be submitted by **both** the passenger **and** driver's parents/guardians. School expectations are detailed in the school policy on student drivers. Failure to comply with the School policy will lead to 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.

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Miriam Avilés Soto  
School Director

## Form A: Policy on Student Drivers and Passengers

Given that more students are driving to and from school, *Mas Integrated School, MASIS, Inc.* is responsible for ensuring their welfare and safety. To this end, the *Policy on Students Driving to School and Student Passengers of Student Drivers* will apply to students who have a driver's license. 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 must abide by school expectations and norms before receiving authorization to drive to and from 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 the vehicle(s), registration details, vehicle(s) registration number, driver's license, 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 valid driver's license from Puerto Rico, adhere to all road rules, and drive safely and responsibly 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 leaders.
7. Students will be required to notify the school of any passengers who may be traveling 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 the School Director.
8. Cars will be parked at the owner's own risk. The school will not assume any responsibility for damaged or stolen cars or objects.
9. Upon arrival at school, students are to go directly to their classroom and not return to their cars until they are ready to leave campus.
10. Students will not be permitted to drive from school grounds before dismissal or remove/move the vehicle during school hours.
11. Students needing to leave campus during regular class hours must submit written permission from the parent.
12. Students must sign out and sign in on the main office log sheet.
13. Disciplinary sanctions will apply when a student:
  - a. is not in compliance with the above said driving policy,
  - b. has been absent or tardy without a legitimate excuse,
  - c. is suspended or expelled from school,
  - d. presents behavior issues and does not abide by the Code of Conduct, or



e. 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*)

14. If driving privileges have been revoked by the school and the student still drives to and from, the vehicle will be towed away at the 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 recklessly or dangerously 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 School Director reserves the right to revise, amend, and update this policy from time to time.

We acknowledge receipt of the ***Policy on Student Drivers and Passengers*** and consent to abide by the regulations and procedures described herein. We understand that violation of this policy may result in the revocation of driving privileges.

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Student's Signature

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Parent's/Legal Guardian's Signature

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Date



# 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: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Grade: \_\_\_\_\_  
Address: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ Date issued: \_\_\_\_\_  
\_\_\_\_\_  
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'S LICENSE MUST BE ATTACHED TO THIS FORM.**

## Parents/Legal Guardians' Information

Father's/Guardian's name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mother's/ Guardian's name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address (if different from student) \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## Vehicle Information

Name in the vehicle registration \_\_\_\_\_ Phone: \_\_\_\_\_  
Make and model of car \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_  
License Plate \_\_\_\_\_ Tag Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Name of Insurance Company \_\_\_\_\_ Is coverage provided for the 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. **We emphasize that the school assumes no responsibility for students driving to or from school!**

Father's/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother's/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.



## Form C: Student Driver Permission for Passengers

**MAS Integrated School, MASIS, Inc.** policy prohibits student drivers from carrying passengers to and from school or school-related events/activities without prior written permission. This permission requires consent from the passenger's parents/guardians and the student driver's parents/guardians.

### Authorization for Student Driver to Transport Passenger

- a. I authorize my child, \_\_\_\_\_, to transport other students enrolled at MASIS as passengers in the vehicle while driving to school or related events/activities while driving to school or related events/activities.
- b. I DO NOT authorize my child, \_\_\_\_\_, to transport other students enrolled at MASIS as passengers in the vehicle while driving to school or related events/activities.

Signature: \_\_\_\_\_ (Father/Legal Guardian)

Signature: \_\_\_\_\_ (Mother/Legal Guardian)

Date: \_\_\_\_\_

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### Permission for Student to Ride with Driver

MAS Integrated School, MASIS, Inc. requires written permission for students to travel as passengers with student drivers. **We emphasize that the school assumes no responsibility for anyone transported by a student driver.**

### Please complete the following information:

We, the parent(s)/legal guardian(s) of \_\_\_\_\_, permit for our child to be driven to and from school by \_\_\_\_\_. We understand and agree to abide by the school's requirements regarding students driving to school.

Signature: \_\_\_\_\_ (Father/Legal Guardian)

Signature: \_\_\_\_\_ (Mother/Legal Guardian)

Date: \_\_\_\_\_

