

Vernon Malone College and Career Academy

Student Parking Form

2025-2026

Vernon Malone College and Career students who possess a valid North Carolina Driver's License may request an on-campus parking space. The parking fee established by Wake County Board of Education for the 2025-2026 school year is \$200.00, which will be reduced by \$20.00 per month beginning September 1, 2025. Parking requests will be processed throughout the year.

To request a space:

- Ensure that all fees and fines owed to Vernon Malone College and Career Academy or any other Wake County Public School have been cleared prior to applying for a parking permit.
- Read the rules on the back of this form governing the operation of a vehicle on campus and complete the requested information below. **Parent signatures must be made in person or be notarized.**
- Attach a photocopy of your North Carolina Driver's License to this form.
- Bring cash or a check made payable to Vernon Malone College and Career Academy for the appropriate amount.

Name of Student		Grade for 2025-2024	
Home Phone		Date of Birth	
Home Address			
1st Vehicle	Year/Make/Model/Color		
	License Plate Number		
2nd Vehicle	Year/Make/Model/Color		
	License Plate Number		

As evidenced by the signature below, we agree to all of the enclosed rules pertaining to operating a vehicle on the Vernon Malone College and Career Academy. Failure to adhere to such rules may result in loss of the parking permit, other disciplinary actions, or the vehicle being towed, booted or fined. Any costs associated with these measures will be the responsibility of the vehicle's owner.

Student Signature		Date	
Parent Signature		Date	

To be completed by Notary Public:

State of _____, County of _____

I, _____ a Notary Public for said County and State, do hereby certify that
_____ personally appeared before me and acknowledged the due execution
of the foregoing instrument.

Witness my hand, and the official seal, this the _____ day of _____, 20____.

(Official Seal)
Notary Public

My commission expires _____ 20____.

INTERNAL USE ONLY

★ **LOOK OVER FORM**

★ **Copy of Driver's License**

Payment Method: _____

Date Paid: _____

Spot #: _____

Gave Tag to: _____

Vernon Malone College and Career Academy
Student Parking Regulations
2025-2026

The fee of \$200 is set by the Wake Board of Education

Parking Procedures

- Refunds for parking fees will be made if the student moves away from the Wake County Public School System. All refunds will be made *prorate*.
 - Parking is available to licensed seniors, juniors and sophomores as approved by the Principal. Parking a vehicle is a privilege. No student may park on campus without registering the vehicle and purchasing a pass. For changes in registration or to register additional cars, present paperwork to the front office.
 - In the event that more students request a parking space than there are spaces available, seniors will have priority for a space, and remaining spaces will be available to juniors via a parking lottery.
- Parking permit applications will be available to drivers with a valid North Carolina Driver's License only as announced by the Principal.
- All students who park a motor vehicle on campus must display the current hanging tag permit.
 - The tag must be hung from the inside rear-view mirror facing the front of the vehicle. Students who fail to properly display the tag will be ticketed or have their tags revoked.
 - The student purchasing a parking tag is the only person who may park in the spot identified by the number on the tag. One tag is issued per parking spot and it may be from one registered vehicle to another. The hang tag may not be loaned to a student who is not registered.
- Vehicles must be parked in assigned spaces. The only spaces available for student parking are located in the student parking lot. Vehicles parked in the wrong space, or in unauthorized areas, **will be booted and/or towed** at the owner's expense and the permit will be subject to revocation without refund.
- Vehicles should be parked front-end first. Backing into spaces is not permitted.
- The safe operation of motor vehicles is required. Vehicles must not travel in excess of 10 miles per hour on campus. Seat belts are required for drivers and all passengers.
 - Speeding and reckless driving are prohibited. Citations will be issued as necessary, and parking privileges revoked for repeated offenders.
- Supervision is provided for parking lots; however, Vernon Malone College and Career Academy and the Wake County Public School System are not responsible for damages to or theft from, vehicles. Students are cautioned NOT to leave valuables visible in their vehicles. Parked vehicles should be left with windows closed and doors locked.
- A student's vehicle is subject to search in the case of reasonable suspicion regarding the presence of drugs, alcohol, stolen property, or other contraband in the car.
- Vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student.
- If a student holding an assigned parking space transfers within WCPSS during the year, he or she will be assigned a space at the new school with no further payment of fees provided the original parking tag has been returned to the office of the previous school. If no space is available at the new school, the originating school will make the refund.
- Parking fees will not be refunded for:
 - a. Voluntary withdrawal from school (dropping out),
 - b. Long-term suspension from school,
 - c. School-based disciplinary action related to loss of parking privilege, or
 - d. Loss of driving privilege due to revocation of operator's license.

All other refunds are at the discretion of the Principal.

- Only one tag will be issued per student. Students may register up to two of their family vehicles. The tag may be moved from one registered family vehicle to another but may NOT be sold or loaned to another student for his or her use. The penalty for doing so is revocation of parking privileges.
- Inform the office immediately of any vehicle or license plate changes.
- Lost parking tags will be replaced at a charge of \$10.00. Report lost tags to the office promptly.
- School Board Policy 6410.10 prohibits the possession and/or use of tobacco products on campus. Students may not possess tobacco products or smoke in cars at any time while on the school campus.
- Loitering in the parking lot is prohibited. Students need to leave the parking lot immediately upon arriving at school.
Written permission from an administrator must be obtained to be in the student parking lot during school hours.
- Students who operate a motor vehicle on campus should fully understand their duties and responsibilities. Under School Board Policy 7180, students who violate parking regulations are subject to any or all of the following consequences:
 - a. Revocation of parking privilege.
 - b. Ticketing,
 - c. Booting, towing and storage of the vehicle, at the owner's expense,
 - d. Disciplinary action, OR
 - e. Criminal charges as prescribed by law.
- Handicapped parking is only available as needed on an assigned basis.
- Parking a vehicle on school property is a privilege, not a right. Please review all parking regulations and call the school for clarification of any matter about which there are questions.
- All students must clear all fees/ fines prior to applying for a parking permit. Permits will not be issued to students with outstanding fees or fines at Vernon Malone College and Career Academy or any other school in the Wake County Public School System.

I have read and do hereby agree to abide by the rules and regulations set forth by Wake County Public Schools and Vernon Malone College and Career Academy regarding parking and operating a motor vehicle on school grounds.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____