



Parking Rules and Guidelines

Overview

The operation of a motor vehicle on campus is a privilege granted by the Duncanville ISD Board of Trustees. Vehicles requiring a state license are classified as a motor vehicle including cars, trucks, mopeds, and motorcycles. All vehicles driven on Duncanville ISD campuses are subject to all local and state traffic laws. A student/employee has full responsibility for the security and content of his or her vehicle. Students/employees who operate or park a motor vehicle on Duncanville ISD School campuses and/or facilities are required to have a valid parking decal/hanger properly affixed to the vehicle. The person to whom a parking decal/hanger is issued has a nontransferable decal/hanger.

The Duncanville ISD Police Department and/or their designee is given the responsibility of enforcing policy/procedures that provide a safe campus environment for our students and employees. To aid in this process, the Duncanville ISD Police Officers are licensed by the State of Texas and are granted all the powers of a peace officer. The jurisdiction of these officers is both on and off school property within the boundaries of the Duncanville Independent School District. The jurisdiction of these officers may be extended to any school-sponsored event, which may take place outside the boundaries of Duncanville ISD. Citations, arrest, and/or other legal action may be taken for any violation of federal law, state law, and/or city ordinances. According to the Texas Education Code section 37.102 (b) all laws regulating traffic on highways and streets apply to the operation of vehicles within the school property. The following regulations and guidelines were established by the Duncanville ISD Board of Trustees in the effort to maintain a fair and impartial system for the enforcement of parking and traffic regulations on Duncanville ISD school campuses and facilities.

The privilege of parking a vehicle on campus may be taken away for violations pertaining to inappropriate behavior or parking violations. Upon arriving at school, students must immediately vacate their car and the parking lot and enter the school building. Students in the parking lot during the day without a pass will be subject to disciplinary action. Persons, including enrolled students of any school of this district, who are not authorized to be on school grounds after school hours, may be charged with trespass on school grounds in accordance with section 37.107 of the Education Code.

Parking Decals Required for Students, Staff/Faculty Members Parking on all DISD School Campuses

A student/employee driving a motor vehicle or motorcycle to school must be a licensed driver and have the required liability insurance coverage with the name of the driver on the proof of insurance. The student/employee must register the motor vehicle and obtain a parking decal from the Duncanville ISD Police Department. The parking decal must be affixed – by its own sticker’s adhesive and placed on the inside top left corner of the front window (X) (see the section below) to the registered vehicle. Note: Students/employees must park in their designated parking spaces in the designated student/employee areas. Visitor parking spaces that have signage indicating “Visitor” on the pavement, curb and/or erected signage is for Visitors Only. Students/employees are not permitted to use each other’s hangers/decals or parking spaces.

Display of Decals

Student/employee parking decals must be permanently affixed to the inside top left corner of the front window (X) – by its own adhesive. For motorcycles, the decal may be placed on the rear fender, where visible. The decal can only be displayed on the vehicle to which the decal is registered. Any deviation from this policy may result in the decal being revoked and/or the vehicle being removed (towed). The improper displaying of a decal constitute a parking violation. Any person who obtains a parking decal agrees to surrender the decal to any Duncanville ISD police officer and/or designee immediately upon request. Any person may file a written letter of appeal to the Chief of Police, after first surrendering the decal.



How to Obtain/Purchase a Parking Decals

Eligible students may purchase a parking decal for \$20.00. Students graduating at mid-school year may apply for a \$10.00 refund with proof of graduating. Parking decals for additional vehicles in the same household are \$5.00 per vehicle per school year. Students/employees will be required to complete a parking permit application form, present a valid Texas driver's license, and present valid proof of liability insurance for the vehicle being registered. The student/employee driver's license and insurance must remain current at all times. Employee parking decals are issued at no cost.

Purchase and Fine Payment Locations

For the convenience of the students, parking decals will be issued during fall registration at Duncanville High School. All parking decals will be issued through the Duncanville ISD Police Department or their designee. After registration is over, parking decals may be purchased at the Duncanville ISD Police Department Campus Station (Room L-105) @ DHS 900 W. Camp Wisdom Rd. or Duncanville ISD Police Department @ 802 S. Main St., Duncanville, TX 75137.

The fine amount for tickets issued by the Duncanville ISD Police Department or designee will be a standard rate of \$20.00 per ticket for all parking infractions and is due within ten days of issuance. All other fines are set by the court having jurisdiction. **Payments can be made by cash only** at one of the three locations listed above.

Temporary Hangers

In special circumstances, temporary parking hangers may be obtained from campus police at Duncanville ISD Police Department Campus Station (Room L-105) 7:00 am – 4:00 pm Monday – Friday at 900 W. Camp Wisdom Rd. or Duncanville ISD Police Department at 802 S. Main St. 8:00am – 5:00pm Monday – Friday. The definition of "special circumstances" and the issuance of the temporary parking hanger will be at the discretion of the Duncanville ISD Police Department. The temporary hanger must be properly displayed with the printed side facing the front end of the vehicle on the interior rearview mirror where the hanger can be read from outside the vehicle.

Replacement Decals

In the event that a vehicle is stolen, wrecked, sold, or windshield replaced, the decal holder should immediately notify the Duncanville ISD Police Department. We will issue replacement decals at the discretion of the department and may require proper documentation including the original decal, a letter from the insurance company, a police report or other related information. Replacement decals can only be obtained at the Duncanville ISD Police Department 802 S. Main St. location. If a replacement decal is issued, a service charge of \$2 will be assessed.

Designation of Parking Spaces

Student/employee parking is indicated on signs posted at the entry and/or in close proximity of each parking lot. Visitor parking spaces "Only" will be marked on the pavement, curb, and/or erected signage. A visitor is defined as a person(s) who has no official connection with Duncanville ISD. A Duncanville ISD student or employee is not considered a visitor and may not park in a visitor's area, on class days between the hours of 7:00 am and 4:00 pm. All rules and guidelines must be followed by visitors.

Vehicle Regulations

Violators may be issued traffic citations for moving violations and/or parking tickets for parking violations. Traffic citations will be filed through the court having jurisdiction as indicated on the issued citation.

Parking lot violations/ include, but are not limited to:

- Failure to Display or Improperly Display Current Parking Permit
- Parking where Prohibited by signs or markings
- Parking in Bus Loading Zone
- Blocking a crosswalk or sidewalk
- Parking in violation of an administration directive
- Stopping, standing, parking, or blocking a driving lane.
- Parking in an area not designated as a proper parking area
- Speeding over 15 mph
- Parking in Visitors Parking
- Parking in more than one space
- Loud Music
- Display of obscene, indecent or offensive language or symbols affixed to the vehicle
- Parking off Pavement
- Other Violation _____
- Parking in Red Zone/ Fire Lane
- Parking or Blocking a Handicapped Zone

Immobilized (Booted) or Towing of Vehicles

The Duncanville ISD Police Department may impound or boot any vehicle being operated by a driver that has unpaid tickets and a proper disposition has not been made within 10 school days of a ticket issued. All fines and fees must be paid by 6:00 p.m. on the date the vehicle is immobilized or the vehicle will be towed. If a vehicle is immobilized or towed:

- (1) All previous tickets must be paid before the vehicle is released
- (2) An immobilized (booted) removal fee of \$25.00 must be paid, and
- (3) The owner of the vehicle must pay all towing expenses set forth by the tow company

The Duncanville ISD Police Department is not liable for any loss or damage resulting from a vehicle being immobilized or towed. The owner of a vehicle that has been immobilized will be responsible for any damages to the immobilizer caused by unauthorized removal or attempts at removal. Unauthorized removal of the immobilizer (boot) may result in criminal charges being filed. Authorization of release must be obtained from the Duncanville ISD Police Department before a vehicle can be released back to the owner. Proof of insurance and a valid driver's license will be required to obtain an authorization of release.

Revocation of Parking Decals

When a student is caught off campus or attempting to leave campus without the proper permission and/or justification, or purchases or attempts to purchase an additional decal for a false or fictitious purpose, disciplinary consequences will be given to all students riding in a vehicle and/or involved in the act, not just the driver. Parking decals will be removed from the student's vehicle when parking privileges are suspended and/or revoked. Students will be charged \$2.00 for a replacement decal following the end of the discipline period. It will be the responsibility of the student and their family to arrange for alternate transportation during the discipline period. DISD Bus Transportation is provided for those eligible. City police will be monitoring surrounding businesses and neighborhoods for students who are illegally parked, so it is not recommended to park off-site.

Student Parking Consequences

- 1st Offense: Warning sticker with an explanation of the violation
- 2nd Offense: Parking citation issued for the violation, Assistant Principal involvement and parent notification
- 3rd Offense: 2nd parking citation issued for the violation, Assistant Principal involvement and parent notification
- 4th and Subsequent Offense(s): Vehicle immobilized (booted), Assistant Principal involvement, parent notification, and a \$25.00 boot removal fee. Additional disciplinary action for subsequent offenses.
- 5th Offense: Parking privileges are suspended and/or revoked based on the totality of the circumstances.

Appeals

Parking tickets may be appealed by completing an appeal form available at one of the listed Duncanville ISD Police Department locations, a Duncanville ISD Police Officer, or the Duncanville ISD Police website in the "forms" section. Appeals must be completed by the person responsible for driving the vehicle onto campus the day the parking ticket was issued and appeal forms must be completed within ten (10) school days of issuance of the ticket. Appeal forms will not be accepted for tickets more than ten (10) school days past issuance. Appeals will only be accepted for circumstances which are not a clear violation of Duncanville ISD Parking Rules and Guidelines.

Students are expected to follow these expectations and guidelines and if not, consequences will occur.

Any vehicle entering DISD property(s) is subject to search by school authorities or law enforcement per board policy or state and federal laws. Such search includes all compartments and components thereof. A student/employee has full responsibility for the security of his or her vehicle. Students/employees will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons that are found in their cars and will be subject to disciplinary action. {See DISD Local Policy }

By signing this form, I acknowledge that I have read, understand and agree to abide by the parking rules as stated above:

Student/Employee Signature: _____ ID#: _____ Date: _____

Parent Signature: _____ Date: _____

Office Use Only: PARKING PERMIT # ASSIGNED _____ Cash _____
PARKING SPACE # ASSIGNED _____