



## **BROWNSBURG COMMUNITY SCHOOL CORPORATION**

### **BCSC POLICE DEPARTMENT**

310 Stadium Drive  
Brownsburg, IN 46112  
(317) 852-5726 ext. 9000  
[www.brownsburg.k12.in.us](http://www.brownsburg.k12.in.us)

#### Letter to Student Drivers and Parents:

Many Brownsburg High School students enjoy the privilege of driving to school. We want to be able to provide this privilege while at the same time ensuring safety in and around our buildings as well as compliance with the expectations of Brownsburg High School. Our corporation police officers often help in enforcing rules and regulations regarding student drivers. The goal is not to catch students doing something wrong or to take away the privileges of our drivers, but simply to maintain a safe and orderly campus. It is important for students and parents to understand the expectations as well as the implications of not following the expectations.

Our police officers patrol the lots before, during, and after school, and will issue school citations to student drivers for certain violations on school property. These citations come with a fine of \$10 for a minor offense and \$20 for a major offense. Fines must be paid within 30 days in the front office.

A minor offense can include failure to park in the assigned location, failure to obtain and display a parking tag, improper alignment or use of parking space, failure to use seatbelt, use of cell phone while driving, or disregarding posted signs.

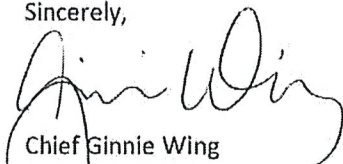
A major offense may be issued if a student commits a minor offense and has already received two minor offenses in the current school year, or if the student exhibits unsafe driving behavior. Examples of unsafe driving behaviors may include speeding, driving erratically, doing "burnouts" or "donuts," or driving with others hanging on to or out of the vehicle. Unless otherwise posted, the maximum speed limit on all school property is 15mph, and due caution should be exercised in parking lots. Parents will be contacted in the case of major offenses and students must meet with a school police officer to review driving expectations.

Brownsburg High School does reserve the right to revoke driving privileges when deemed necessary. Revocation may occur if a student receives two major offenses in a school year, has overdue fines, or exhibits unsafe driving behaviors that place others at serious risk of harm. The first revocation of driving privileges may be for up to 10 school days. After reinstatement, any further offenses may result in revocation for the remainder of the school year. If a student drives to school while privileges are revoked, the vehicle may be towed at the owner's expense.

It's important to note that all student drivers must obtain a permit and park on-campus. Violations of state laws that occur off school property will be handled through uniform traffic tickets and the local traffic court.

Our goal is to create a safe environment. We also hope to encourage safe and responsible driving habits in our students that will carry with them for a lifetime.

Sincerely,



Chief Ginie Wing

**BROWNSBURG HIGH SCHOOL VEHICLE REGISTRATION  
2023 - 2024 SCHOOL YEAR**

**FOR OFFICE USE ONLY**

Driver's License Issued \_\_\_\_\_  
Tag # \_\_\_\_\_  
Lot # / Color \_\_\_\_\_  
Tag Issued Date \_\_\_\_\_

The following student requests the privilege of driving a motor vehicle during the 2023 - 2024 school year. All of the information must be complete to receive a student parking permit. **Parking permits are \$25, and students are responsible for replacement if lost, stolen, or damaged.**

**STUDENT INFORMATION**

Student's Name (PLEASE PRINT LEGIBLY) \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_

Student's Street Address \_\_\_\_\_ City, and Zip Code \_\_\_\_\_

**VEHICLE INFORMATION**

Make of Vehicle \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

License Plate Number \_\_\_\_\_ State \_\_\_\_\_ Name of Insurance Company \_\_\_\_\_

Name of Owner of Title (PLEASE PRINT LEGIBLY) \_\_\_\_\_

**SCHOOL BUSES ALWAYS HAVE THE RIGHT OF WAY**

I hereby approve my child's request to drive to school and hereby certify the facts in regard to the above are true and accurate. I understand that the vehicle cannot be moved without permission any time during school hours.

Parent/Guardian Signature \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

I understand that this permit is a privilege granted which allows me to drive to school and park on designated school grounds. The permit will be for as long as I drive safely and observe state, local, and school traffic regulations as well as keep the information on this request as current as possible. I understand that **school buses always have the right of way.**

I agree that if this permit is granted, I will park the described vehicle in **the parking lot assigned to me and only in that lot during the school day.** I further agree to leave my vehicle parked in this area during the school day including the noon hour unless I have permission from an administrator to move it. I understand that I am not to sit in the vehicle during school hours or allow others to do so. I understand that my vehicle is subject to search if an administrator has reasonable suspicion that I may be violating school policy. My refusal to allow a search will result in my losing the driving privilege for the remainder of the school year. I agree to also update such items as license plate number or any other pertinent information as it may change during the school year.

By Indiana Code 9-14-5, any driver is restricted from parking in spaces reserved for disabled individuals unless the driver is disabled and is legally displaying a disabled placard or plates, or if the driver is transporting a disabled individual and legally displaying a disabled placard or plate.

I understand that improper parking or failing to display the BHS student parking identification can result in my vehicle being towed at my expense.

Parent/Guardian Signature \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_



# **Brownsburg High School Student Driver FAQ's**

## **What do I do if I get in an accident?**

Accidents happen every year on and off school property. Use caution and be alert while driving to avoid getting into a crash. If you are involved in a crash, knowing what to do can make the experience less frightening and decrease the chance of unnecessary complications.

**STOP**—If you are involved in an accident, you must stop and provide information to others involved in the accident. It is a serious crime to leave the scene of an accident which can result in the suspension of your driving privileges.

**ALERT**—If you are in a roadway, turn on your emergency signals or use another means to let other drivers know there has been an accident.

**CALL**—If there are any injuries, or if the damage is more than a few dents and scratches, notify emergency services. In Hendricks County, you can call 317-839-8700 or 911 if it is a serious emergency. If the crash is on school property, you can notify school police at 317-852-2258. They are always willing to assist.

**MOVE**—If there are no injuries, and your vehicle is operable, it is safer to get your vehicle off the roadway or onto a shoulder while you exchange information or wait for law enforcement to arrive.

**Exchanging information with other drivers:** If there are no injuries, exchange information such as your name, address, license plate number, driver's license number, and insurance information including company, phonenummer, and policy number with other drivers involved in the accident. Write down the names, addresses, and phone numbers of anyone who witnessed the accident. Write down details regarding the accident, such as the location, weather conditions, and visibility. Write down the names and badge numbers of all police officers at the scene. Ask the investigating officer how to obtain a copy of the police report.

**Do not sign any document** unless it is for the police or your insurance agent.

**Take pictures of the accident scene.** Get photos of the whole scene and close ups of the damage to each vehicle.

**Notify your insurance agent immediately.** Ask the agent to electronically file a Certificate of Compliance with the Indiana BMV proving insurance coverage for the date of the accident and the vehicle involved. Failure to do so could result in suspension of your driving privileges.

## **What do I do if I'm stopped by the police?**

A routine traffic stop can be stressful. However, to law enforcement it can be dangerous. Law enforcement officers do not know if an individual in a routine stop for a violation is a criminal with intent to harm the officer. Follow these simple rules if you are signaled to pull over by law enforcement:

1. Signal your intentions to pull safely to the shoulder of the road.
2. Remain in your vehicle and roll down your windows.
3. Wait for the officer to approach. Do not get out of the vehicle unless directed to do so by the officer.
4. Turn on the dome light if you are stopped at night.
5. Keep your hands on the wheel and instruct your passengers to keep their hands in view.
6. Do not dig in the glove compartment or under the seat.
7. Keep your vehicle's registration and insurance information, and your driver's license, readily accessible.

## **What do I do if my vehicle is damaged on school property?**

If your vehicle is damaged in a crash while you were not present, or if your vehicle is vandalized, notify school police immediately. Take note of the location of your vehicle and possible timeframe of the incident.

## **Should I lock my vehicle on school property?**

Yes. Although our lots have video surveillance and our officers routinely patrol the area, you should take basic precautions to secure your vehicle and keep any valuables out of plain sight, regardless of where you park.

## **Is it illegal to text and drive?**

In Indiana, it is illegal for any driver to text and/or email while driving. However, for drivers under 21, any use of a cell phone is against the law, except to call 911. See below for other restrictions for probationary drivers under 18.

**Passenger Restrictions**—No passengers for the first 180 days unless there is another licensed driver at least 25 years old, a certified driving instructor, or parent/guardian over the age of 21 in the front seat, or if the passenger is your child, sibling, or spouse.

**Night Time Restrictions**—You may not drive between 10pm-5am for the first 180 days of holding a license. After the 180 days, and until you become 18 years of age, you may not drive Sunday-Thursday 11pm-5am and Friday-Saturday 1am-5am with exceptions for school, work, and church-related functions or if the front seat passenger is a licensed driver 25 years of age or older.

## **Where can I park at school?**

Refer to the student parking map for your assigned location. Lots are assigned to assist with traffic flow and safety. Failure to park in your assigned location during school hours may result in fines and/or your vehicle being towed.

## **What if I'm running late to school?**

Tardiness is not an excuse for parking in an unassigned location.

## **Do I have to wear my seatbelt?**

Yes. Even on school property.

## **Do I have to obey the signs on school property?**

Yes. Fines start at \$160 for disregarding traffic signs.

## **What do I do if I drive a different vehicle?**

If you will be routinely driving a different vehicle than what you registered, you will need to update the registration with the main office. If you are driving a different vehicle for a short period of time, you should display your student parking tag. If you forget to transfer your parking tag, notify your team office.

## **Can what happens at school affect my driver's license?**

A student less than 18 years old can have their driving privileges suspended by the Indiana BMV if they are:

- A habitual truant (more than 10 days of unexcused absences in a school year)
- Suspended out of school two or more times in a school year
- Expelled from school
- Considered a dropout



# BHS Parking Areas

1 - Northwest Lot - Student Parking

2/3 - Staff Parking

4 - Assigned Staff Parking

5A - Staff Parking

5B - Student Parking

6 - Softball Lot - Student Parking

7 - Limited Staff & Visitor Parking

5B

5A

6

7

4

1

2/3