



**HERNDON CAREER CENTER**  
**REQUEST FOR PERMANENT DRIVING PERMIT**  
**2025/26**

Permit/Space Number: \_\_\_\_\_

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

Amount Paid: \$ \_\_\_\_\_

**Student Driver Information:**

Name: \_\_\_\_\_ HCC Program/Session: \_\_\_\_\_ Home School: \_\_\_\_\_

**Student Vehicle Information:**

License Plate No: \_\_\_\_\_ Driver's License State & No: \_\_\_\_\_

Make & Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_ Student No: \_\_\_\_\_

**Parental Approval**

Resident school districts provide bus transportation for students attending HCC. Students are expected to use this mode of transportation. Under preapproved circumstances, students may have a legitimate need to drive. Upon preapproval of the home school and Herndon Career Center administration, a student driving permit will be issued. **The fee for the HCC driving permit is \$21.00.** HCC has approximately 90 parking spots available at any given time - parking permits will be issued on a first come first serve basis. HCC is not responsible for any damage to vehicles on premises. Please complete this form to show the need for your child(ren) to provide their own transportation to HCC, including the agreement conditions below and on the back of this form.

Please allow \_\_\_\_\_ permission to drive to and from HCC for the following reason:

\_\_\_\_\_

I understand that Herndon Career Center, the Raytown C-2 School District, and the student's home school district are NOT RESPONSIBLE for the safety of the above named student(s), or any passengers, while traveling to and/or from HCC, but will remain under the supervision of the signee until the student arrives in the HCC classroom.

**I allow my student driver to have a passenger in the vehicle to/from HCC: YES NO**

**Student Responsibilities**

If permission is granted for me to drive, I agree, subject to my permit being revoked, under the following conditions:

1. I have a MO Drivers license and will abide by the MO State passenger restrictions.
  2. Failure to operate the vehicle in a safe manner.
  3. Failure to follow parking lot speed limit of 10mph.
  4. Failure to enter and exit the parking lot from Sterling Ave. entrance, not 350 Highway.
  5. Failure to display a parking permit in the proper place (passenger side, lower, front windshield).
  6. Failure to maintain a positive parking permit status at sending school. If the sending school revokes the permit, the HCC permit will also be revoked.
  7. Failure to drive directly to/from sending school to HCC and **arrive at school on time.**
    - 5 Tardies: Permit revoked for five school days
    - 8 Tardies: Permit revoked for remainder of semester
- If your permit is revoked for the remainder of the first semester, students will return tag (without refund) to the attendance secretary. Permit will be given back to students upon arrival for the second semester.

8. Failure to notify HCC of any changes in the original reason for requesting to drive.

**Student Signature:** \_\_\_\_\_

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

**Parent Signature:** \_\_\_\_\_

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

**Home School Administrator Signature:** \_\_\_\_\_

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