

## Student Parking Permit Information

### **P** General Information for Parking Permit

Parking permits are required of ALL students who drive to school at MVCTC. Permanent (yearly) parking permits are available for purchase starting **Monday, August 10, 2026**.

### Accessing the Parking Permit Application

- Go to [www.mvctc.com](http://www.mvctc.com), scroll to the bottom, and click “Departments” → then “Principals.”
- Or use the direct link: <https://hs.mvctc.com/departments/principals>
- Follow the instructions listed on the page to complete your application.

### **✓** Information and Documentation needed to apply for a Parking Permit:

- ☐ Year, make/model, color, and license plate number
  - ☐ Photo of the rear of your vehicle
  - ☐ Photo or scan of insurance card for the vehicle
  - ☐ Photo or scan of your state registration card for the vehicle
  - ☐ Photo or scan of your valid driver's license
  - ☐ An acceptable reason for your need to drive (ex. work, sports, etc.)
- \* Please make sure all photos or scanned images are legible. \***

### **?** Frequently Asked Questions (FAQs) for Parking Permits

- **What is the criteria to receive a parking permit?**
  - ❖ Be an Advanced Placement, Internship, College Credit Plus, or pre-apprenticeship student
  - ❖ Have insufficient time to ride the bus to the partner school for extracurricular activities (band, sports, drama)
  - ❖ Have insufficient time to ride the bus to the partner school and arrive at work on time
  - ❖ Resident school does not provide transportation
  - ❖ Additional circumstances deemed appropriate and approved by the principal or safety coordinator
- **How much is an annual parking permit?**
  - ❖ Parking permits are \$30.00 for the school year.
- **How can I pay for my parking permit?**
  - ❖ Payment should be made in full at the cashier's office, located in the West Office complex in room E101B1. Acceptable forms of payment include cash, personal checks, debit cards, and credit cards. There will be no refund of parking permit fees.
- **Where can I pick up my parking permit once it has been approved?**
  - ❖ Once approved, you can pick up your permit from the Safety Office, located in the West office complex in room E101A.
- **Do I need a parking permit in order to drive on the first day of school?**
  - ❖ No, students will have a few weeks to obtain a parking permit. You are encouraged to take care of this as soon as possible. *Notice will be given when parking permits will be required.*
- **What happens if I drive to school without a parking permit?**
  - ❖ MVCTC's Safety Officers routinely monitor student parking. Should you not have a permit or not properly display the hang tag, you will be referred to your Unit Principal.
- **Is there any special way I should park?**
  - ❖ Yes, all students must **BACK** into the parking space. If backing is a struggle, please practice or make sure you arrive early enough to be able to pull through.
- **Do non-partner school (Open Enrollment) students need a parking permit?**
  - ❖ Yes, all students must acquire a parking permit if driving to school; however, there is no cost.

\*Finally, all drivers must carefully read and agree to the conditions and policy on driving to school.

## Student Parking Permit Information

### Additional Parking Regulations:

1. Speed limit on MVCTC property is 15 miles per hour.
2. No student is permitted to obtain a permit for a vehicle other than his/her own vehicle. Parking permits shall not be shared, nor traded. They must be used by the student to whom it was issued. Parking permits shall not be sold to another student.
3. Items or stickers displayed on or in vehicles which allude to drugs, alcohol, sex, the occult, gangs, profanity or which are offensive to ethnic, religious or racial groups are prohibited (flags, symbols, etc.).  
**The principal is the final authority in the determination of inappropriate items or stickers.**
4. The vehicle must be backed into the parking space.
5. Students are to enter the campus, park and immediately turn off their vehicle. Students shall not loiter inside vehicles or the parking area before or after school. Students who wish to listen to music as they enter or leave campus must reduce the volume to be heard inside of their vehicle only. Students are expected to lock their vehicles and enter the school building immediately upon arrival.
6. Students must not visit the parking lot during the day unless they have written permission from their instructor or principal.
7. Passengers are to be picked up only in a vehicle parking space.
8. Students who have secured permission to bring an animal to school (training or grooming purposes) must pick the animal up after school at the door closest to the lab where the animal was kept during the school day. Students are not to take animals to the student parking lot after school.
9. Passengers are not permitted to ride or sit in beds of pick-up trucks at any time while on campus.
10. Staff will be assigned to assist traffic flow at the end of the school day. Students are directed to follow the flow of traffic leaving campus and are not permitted to go the opposite direction in an attempt to exit campus more quickly.
11. Any students having a traffic violation while on school premises may lose his/her parking privilege. Other corrective action may be taken.
12. Student parking is provided as a convenience and a privilege. School officials retain the right to examine the contents and/or search a car parked on school premises when they have a reasonable belief that items contained in the car may interfere with the safety or effective operation of the school.
13. Students must obey the traffic laws of Ohio when driving on campus.
14. All students are to park in the designated lot.
15. Violation of rules may result in disciplinary action, including but not limited to loss of parking privileges, detention, in-school reassignment, suspension, towing of vehicle (at owner's expense), expulsion.
16. MVCTC assumes no responsibility/liability for damage, theft or loss of property that may occur to vehicles while parked on campus.