



Hawken Upper School  
PO Box 8002  
Gates Mills, OH 44040-8002  
(440) 423-2110

## DRIVER / PASSENGER PERMISSION & AUTOMOBILE REGISTRATION GUIDELINES

### DRIVER/PASSENGER PERMISSION FORM:

***REQUIRED***

- Both student drivers and those riding with students must sign out with the Upper School Office before leaving campus.
- Students may ride with or drive with other students in the following circumstances:
  - (1) driving to and from home at the start and end of the school day;
  - (2) going off campus after 6<sup>th</sup> band once the driver's and rider(s)' school commitments are complete for the day (juniors and seniors only);
  - (3) going off campus for Senior Lunch (seniors only – separate permission form).
- **All students must obtain written permission from their parents before they are permitted to ride in cars driven by another student, or to drive other students to and from campus.**
- This form allows your child to drive/ride to and from school. This form does not cover travel to or from Hawken athletic events.

### AUTOMOBILE REGISTRATION:

***OPTIONAL***

- **All student drivers must register their cars prior to driving on campus.**
- Student drivers are required to hold a valid driver's license and drive responsibly.
- Students must obey all local, state and federal traffic laws, including following the posted speed limit on the Hawken campus, and yielding to all pedestrians.
- Reckless driving is absolutely prohibited.
- Students are required to park in designated parking areas only ***and must display a valid parking sticker.***
- The parking lot behind Ireland Hall and the Science Wing is reserved for Seniors, Faculty, Staff, and Visitors; all other students should park in the Third Lot (across from the pool).
- It is important that students obey all "NO PARKING" areas especially around the various campus roads. Buses and emergency vehicles cannot make it safely through when roads are clogged with cars.
- Violation of parking policies, traffic laws, and Hawken's student driving policy will result in disciplinary action, including the possible loss of driving privileges.
- Students and parents are reminded that driving on Hawken campuses is a privilege and not a right.
- Hawken neither assumes responsibility for students once they leave the campus, nor do Hawken's insurance policies provide coverage for student drivers and/or their passengers at any time.
- In the case of field trips, all students are expected to travel from school in Hawken transportation. Exceptions will be made for those students living within a mile or two of the trip site, but these students must have a letter signed by the parent indicating the date, time and field trip. No other student may travel along in their car, regardless of any other verbal or written permission.