



ADMINISTRATIVE PROCEDURE

STANDARDIZED PARKING PERMIT FEE

5139

Procedure No.

July 1, 2004

Date

- I. **PURPOSE:** To establish a standardized parking permit fee for high school students who drive to school and obtain authorization to park on school grounds from their high school principal or administrator.
- II. **BACKGROUND:** To alleviate disparities associated with the various rates currently being charged by high schools in the County for a parking permit, the Chief Executive Officer (CEO) asked the Prince George's Regional Association of Student Governments (PGRASG) to recommend a fee. Parking permits are required to ensure a safe school environment.
- III. **PROCEDURES:**
 - A. A high school student may apply to the principal or the principal's designee for an annual parking permit. A parking permit is a privilege and may be revoked by the principal at the principal's discretion.
 - B. The student will be charged an annual rate of \$20 for the parking permit.
 - C. Principals are required to collect the fees and deposit them in the school activity fund in a restricted account titled "Parking Fees". The proceeds may only be used for student parking and security issues related to parking.
- IV. **RELATED PROCEDURES:** None.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Legal Office and will be updated as necessary.
- VI. **CANCELLATIONS AND SUPERSEDURES:** None. This is a new Administrative Procedure.
- VII. **EFFECTIVE DATE:** July 1, 2004.

APPROVED BY:

André J. Hornsby
Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11