



# Radiant STEM Academy

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## High School Student Ride-Sharing Policy & Procedure

To ensure the safety and accountability of students who share rides to and from school or school-sponsored events with other students, this policy establishes clear expectations and permissions required for student ride-sharing.

**1. Parent/Guardian Permission Required:**

Students may only ride with other students if both the driver's and passenger's parents/guardians have submitted written permission to the school office.

**2. Approved Drivers:**

- Student drivers must have a valid driver's license and appropriate insurance on file with the school.
- Students may only transport other students if expressly permitted by their parent/guardian through a signed consent form.

**3. School Notification:**

- The school must be notified in advance of any regular or one-time ride-sharing arrangements.
- Emergency changes must be communicated to the attendance or main office before dismissal.

**4. Ride-Sharing During School Hours:**

- Students may not leave campus with another student during school hours without office approval and parental consent.
- Both the driver and passenger(s) must sign out at the attendance office.

**5. Liability:**

The school is not responsible for students once they leave campus in a private vehicle.

**Procedure:**

- 1. Obtain and Complete a Ride-Sharing Permission Form** (provided by the school office).
- 2. Both students' parents/guardians must sign the form** authorizing their child to drive/ride with the other student.
- 3. Submit the form to the attendance office** before the start of the school year or prior to the first instance of ride-sharing.
- 4. For occasional/emergency rides**, a written or verbal parental notification must be provided to the office on the day of the arrangement.
- 5. All drivers and passengers must sign out** through the attendance office if leaving during school hours.

**Note:**

Any violation of this policy may result in the loss of parking privileges, disciplinary action, or suspension of ride-sharing permissions.



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## Student Ride-Sharing Permission Form

This form must be completed and signed by the parents/guardians of both the driver and the passenger(s) before any student ride-sharing is permitted.

<b>Submission Date</b>	<b>Driver's Full Name</b>	<b>Driver's Grade</b>
<b>Driver's License Number</b>	<b>Vehicle Make/Model</b>	<b>License Plate Number</b>
<b>Passenger's Full Name</b>	<b>Passenger's Grade</b>	<b>Permission Status</b>
<b>Purpose of Ride-Sharing (e.g., daily commute, event, emergency)</b>		

### Parent/Guardian Permission (Driver)

I, \_\_\_\_\_, give permission for my student,  
 \_\_\_\_\_, to transport the passenger named above in their  
 personal vehicle.

Parent/Guardian Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

### Parent/Guardian Permission (Passenger)

I, \_\_\_\_\_, give permission for my student,  
 \_\_\_\_\_, to ride with the driver named above in their personal  
 vehicle.

Parent/Guardian Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

School Office Use Only		
<input type="checkbox"/> Both permissions received <input type="checkbox"/> Driver's license and insurance verified <input type="checkbox"/> Permission entered into records	<b>Status:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<b>Comments:</b>
<b>Staff Full Name:</b>		<b>Date:</b>