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| VEHICLE PASS APPLICATION FORM | AMOUNT TO PAY : PHP 300.00 EACH |
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INSTRUCTIONS: After filling out the form, please submit it to the Admin Counter or email to registrar@studentdeskims.org with the Subject: Vehicle Pass Application Form – Student’s Name (Last Name, First Name, Middle Name).

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| A. Check Applicable Category | | | |
| <input type="radio"/> Parent <input type="radio"/> Faculty <input type="radio"/> Staff <input type="radio"/> Others _____ | | | |
| B. Student’s Information | | | |
| Name of Student | | Level | |
| C. Applicant’s Information & Vehicle Registration Data | | | |
| Car Owner’s Name | | | |
| Contact No. | | Address | |
| Driver’s Name | | Driver’s License No. | |
| LTO Car Reg. No. | | Date | |
| LTO O.R. No. | | Date | |
| Car Brand/Model | | | |
| Color | | Plate No. | |
| D. Car Sticker Information (to be filled up by SD IMS Admin Officers) | | | |
| Validity of the sticker | | | |
| Car Sticker No. | | Date | |

| | | | | |
|-----------|--------------|-------------|-------------|---------------------------------|
| | Submitted by | Approved by | Received by | To be filled out by Admin Staff |
| Signature | | | | Date Paid: |
| Name | | | | Amount Paid: |
| Date | | | | Receipt No.: |

TERMS & CONDITIONS

- You must follow directions from SD IMS teachers, staff, and security.
- Only parents of enrolled SD IMS students may apply for a car pass.
- A maximum of 2 car passes per family will be allowed.
- Authorization letter is required if the car is not under the parent's name.
- Only those with complete requirements and filled-out application form/s shall be entertained and given school certification.
- Car Sticker will be placed on the left side of the vehicle's windshield. Tampering of the car sticker will be dealt accordingly.
- Upon entry, stop at the Security officer(s) stationed at the Main Entrance Gate.
- For your own safety and security, you are required to roll down the window, open your trunk compartment and your passenger doors (if necessary) for search and inspection.
- Damage or injury to persons or property caused by vehicles within the campus shall automatically mean that the car pass/es of vehicles involved shall be suspended until such time that the investigation has been completed and the responsibility thereof is established.
- Park your vehicle properly between the lines on the designated parking area/s.
- Washing of cars is not allowed inside the campus.
- Turn off the engine once you are parked properly. Idling of engine and pumping of accelerator/revving of engine is discouraged.
- Unnecessary noise coming from cars and other vehicles such as burglar alarms, stereos, and/or other gadgets while inside the school compound is prohibited.
- Please notify our Admin if there will be a sale or transfer / cancellation of vehicle ownership.
- The school shall not be held liable for any loss or damage to your vehicle and the contents thereof and for any damage caused by such vehicle or driver thereof.
- The sticker is non-transferrable. Each control number is assigned to a specific registered vehicle.

I have read the above rules and regulations covering CAR STICKER issued to the undersigned. I understand that any violation of the foregoing rules and regulations shall be sufficient ground for the immediate cancellation of the parking privilege inside the campus. I hereby certify that I have read and understood the guidelines, rules and regulations pertaining to the operation of vehicles while inside the Studentdesk Integrated Montessori School.

Parent / Guardian Signature Over Printed Name