

VEHICLE PASS APPLICATION FORM

INSTRUCTIONS: After filling out the form, please submit it to the Admin Counter or email to admissions@studentdeskims.org with the Subject: Vehicle Pass Application Form – Student’s Name (Last Name, First Name, Middle Name).

Form of Payment	Total Amount Due	Date Paid	Invoice No.	Remarks
<input type="radio"/> Cash <input type="radio"/> Check <input type="radio"/> Bank Transfer				

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
Signature			
Name			
Date			

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