The principal of each school shall develop and implement a plan to ensure maximum vehicular and pedestrian safety for his campus and shall submit it to the Director of Schools for approval. The plan shall include a sketch showing various parking areas, traffic flow, areas reserved for school bus loading and unloading; the location of any safety hazards as areas to be avoided by vehicles or students, and dismissal times for car and bus students. Principals are encouraged to use the School Security Department in the formulation of traffic and parking plans.

The Director of Schools shall approve all fees for parking permits and review use and distribution of said fees.

Students who ride bicycles or drive vehicles to school must leave the vehicles parked in designated areas until the end of the school day, unless permission to use the vehicle is obtained from the principal.