

國立南科國際實驗高級中學雙語部學生車輛管理要點

International Bilingual School at Tainan-Science-Park

Students' Vehicles Management Guidelines

114 年 1 月 7 日行政主管會議通過

Approved at the Administrative Supervisors Meeting on January 7, 2025

一、目的 Purpose

基於學生騎機車、電動機車、電動自行車、自行車通學，為維護校區秩序及學生騎車安全，減少交通事故，養成學生良好之生活規律為目的。

The guidelines aim to ensure campus order and student safety while riding motorcycles, electric motorcycles, electric bicycles, or bicycles to school. They also seek to minimize traffic accidents and foster good habits among students.

二、申請時間及對象 Application Period and Eligibility

(一) 學生騎乘自行車應事先填寫附表一申請表(附表 1)，請依指定地點停放。

Bicycles: Students must submit the application form (Form 1) in advance and park at the permitted campus zones.

(二) 國高中年段學生騎乘機車、電動機車、電動自行車：

Motorcycles, Electric Motorcycles, and Electric Bicycles (Middle and High School Students):

1. 每學期開學後兩週內開放申請

Applications are open within two weeks after the start of each semester.

2. 經申請審查合格之學生製通行證後方得停放

Students with approved applications will receive a parking permit.

3. 申請期間如申請停放車輛數超過停車格數，則由總務主任、雙語部主任、生輔組長及相關人員審查，通過得以辦理申請。

If the number of applications exceeds the parking spaces available, a review will be conducted by the General Affairs Director, IBST Director, IBST Disciplinarian, and responsible staff to determine approval.

三、申請機車、電動機車、電動自行車停放，應具備之資格如下：

Eligibility for Parking Motorcycles, Electric Motorcycles, and Electric Bicycles

(一) 電動自行車 Electric Bicycles：

1. 符合本辦法第二條實施對象之滿 14 歲以上高中及國中年段學生。High school and middle school students aged 14 or older meeting the guidelines in Section 2.

2. 檢驗合格之電動自行車(須於車身明顯處張貼交通部審驗合格標籤)，持有行車執照。Must be certified (with a Ministry of Transportation approval label visibly displayed) and have a registration certificate.

3. 有效期間三十日以上之強制保險證。

Valid mandatory insurance of at least 30 days.

4. 禁止擅自變更電子控制裝置或原有規格。
No unauthorized modifications to electronic controls or original specifications.
5. 行駛速率不得超過每小時 25 公里。
Speed must not exceed 25 km/h.
6. 均需佩戴合格機車用安全帽，依法不得雙載。
Riders must wear certified helmets and cannot carry passengers by law.
7. 填寫附表二申請表（家長須親筆簽名）。
Submit the application form (Form 2) with a parent's signature.

(二) 排氣量 150cc（含）以下機車、電動機車：

Motorcycles and Electric Motorcycles (150cc or less):

1. 符合本辦法第二條實施對象之高中年段學生。
High school students meeting the guidelines in Section 2.
2. 凡年滿 18 歲且持有機車個人之行車執照及駕駛執照。
Must be 18 years or older with a valid driver's license and vehicle registration.
3. 有效期間三十日以上之強制保險證。
Valid mandatory insurance of at least 30 days.
4. 禁止擅自變更電子控制裝置或原有規格。
No unauthorized modifications to electronic controls or original specifications.
5. 均需佩戴合格機車用安全帽。
Riders must wear certified motorcycle helmets.
6. 不得雙載，如有特殊需求專案申請。
No passengers allowed unless with special approval.
7. 填寫附表三及四申請表（家長須親筆簽名）。
Submit the application form (Form 3 and 4) with a parent's signature.

四、管理規範 Management Regulations

(一) 騎乘車輛請依規定位置停放。

Park vehicles in designated areas according to regulations.

1. 騎乘機車、電動機車、電動自行車者須將本校「識別貼紙通行證」統一黏貼於車牌左上角明顯可見處。
Affix the school-issued "Parking Permit Sticker" to the top left of the license plate.
2. 車輛進出入校區統一由本校規定之動線出入，進入校區後依校內速限慢行至停車棚，依規定停放車輛並保持停放整齊環境清潔。
Enter and exit the campus through designated routes, maintain slow speeds within campus, and park vehicles neatly in the parking area, keeping the environment clean.
3. 為維護核准停放學生之權益，本校管理權責單位定時或不定時前往停車棚巡查管理。
The school reserves the right to regularly or randomly inspect parking areas to ensure compliance.
4. 校園內騎乘僅開放上、放學時校門口至停放專區之區間（入校注意車速及行人），其餘時間及場地均不得騎乘。
Riding within the campus is restricted to the route between the school gate and the parking area during arrival and dismissal times. No riding is allowed in other areas or at other times.

5. 禁止有危險騎乘、雙載、疾駛、嬉鬧或蛇行等行為。
Dangerous riding, carrying passengers, speeding, playing around, or swerving is prohibited.
6. 學生騎乘車輛均須配戴安全帽，通學期間車輛不得外借或附載他人。
Students must wear helmets while riding. Vehicles may not be loaned to others or used to carry passengers during commutes.
7. 本校停車空間僅提供停車位置，不負保管責任；對於車輛之財物及重要物品，車輛使用人或所有人應自行妥善保管，如發生任何損壞或遺失情事均由學生自行負責。
The school provides parking spaces only and does not take responsibility for vehicle safety. Students must safeguard their belongings. Any damage or loss is the student's responsibility.
8. 本校可能因教育政策、校務發展、工程施作等因素而停止車輛停放，不得異議。
Parking privileges may be revoked due to policy changes, campus development, or construction without objection.

五、違規處理 **Violations and Penalties**

(一) 無照騎乘機車、電動機車，小過乙次。

Riding without a license: **Minor demerit.**

(二) 騎乘改造機車、改造電動機車、無合格標章之電動自行車者，小過乙次。

Riding modified vehicles or uncertified electric bicycles: **Minor demerit.**

(三) 校園內騎乘僅開放上、放學時校門口至停放專區之區間，違者警告兩次。

Riding outside permitted campus zones: **Two warnings.**

(四) 騎乘機車、電動機車、電動自行車未依本辦法申請核准者不得入校停放，違者警告乙次。

Parking without an approved permit: **One warning.**

(五) 騎乘車輛未戴安全帽，初次予以口頭警告，再犯者警告乙次。

Riding without a helmet: **Verbal warning for the first offense**, subsequent offenses: **One warning.**

(六) 車輛未依規定停放、機車、電動機車、電動自行車未張貼本校「識別貼紙通行證」，初次予以口頭警告，再犯者取銷入校停放資格，並記警告乙次。

Improper parking or failing to display the parking permit: **Verbal warning for the first offense**, subsequent offenses: **Revocation of parking privileges and one warning.**

六、本辦法經行政主管會報通過，經校長簽核後實施，修正時亦同。

These guidelines are effective upon approval by the Administrative Supervisors Meeting and signed by the Principal. Amendments will follow the same procedure.

Form 1: Bicycle Application Form and Safety Guidelines

附表 1：腳踏車申請表及安全守則

- To apply for bicycle riding privileges, students must wear a safety helmet and ensure their bicycle is equipped with front and rear warning lights and reflective devices. 申請騎乘腳踏車一定要有安全帽，車子前後應有警示燈及反光設施方可申請。
 - Safety Helmet:** Must be designed for bicycles, made of lightweight PU or polystyrene foam material. Helmets should have ventilation holes to release heat. When wearing, ensure the front of the helmet is pressed down to align with the eyebrows to provide maximum protection for the forehead, as most bicycle accidents result in forward falls where the forehead often makes contact. 安全帽：自行車專用，採材質輕的 PU 或保麗龍材質，帽上有排熱通風洞；配戴時前額要下壓戴與眉齊，因為大多數單車的摔車事故人會向前翻滾，前額容易著地碰撞，以增加保護頭部作用。
 - Front Light:** A white light to ensure visibility to oncoming traffic, though it is not primarily for illumination. 前車燈：為白色車燈，用來照明的效果不大，是讓來車看見單車騎士。
 - Rear Warning Light:** A red light to alert other vehicles of the cyclist's presence during nighttime. 後警示燈：為紅色車燈，在黑夜中可以讓別的車知道單車騎士的存在。
- Safety Guidelines** 安全守則
 - Always wear a safety helmet to protect your head. 戴上安全帽保護頭部，以策安全。
 - Turn on lights or attach reflective strips to the bicycle body when riding at night. 夜間騎乘單車時，應該打開車燈或在車身貼上反光條。
 - Ride on slow traffic lanes; do not compete for the road with motor vehicles. 腳踏車要騎在慢車道上，不可以與車搶道。
 - Maintain a safe speed (approximately 3 meters of distance from the vehicle ahead) and avoid close proximity to motor vehicles. 要遠離汽機車，以隨時都可以停止的速度（與前車距離約 3 公尺）行駛。



Bicycle Application Form and Agreement

Grade: _____ Name: _____

I, the undersigned student, fully understand the above bicycle safety rules and will strictly comply with them to ensure my own safety.

Student Signature: _____

Parent/Guardian Signature: _____ **Date:** _____ (yyyy/mm/dd)

- (5) Focus on riding and avoid carrying passengers, chatting, or riding side by side with others. 專心騎車，避免後面載同學，避免一邊騎一邊和同學聊天，更不可以兩個人以上並排騎腳踏車。
- (6) Obey traffic signals and perform two-stage turns at intersections for safety. 遵守交通號誌，單車在路口轉彎時，應遵守二段式轉法，以策安全。
- (7) Maintain a safe distance between bicycles during commutes to and from school. 上下學行車時，單車與單車間必須保持安全距離。
- (8) Hold the handlebars firmly and keep your eyes on the road ahead. Avoid distractions. 抓緊把手，眼睛保持看前方，而不要東張西望。
- (9) If you need to retrieve an item, stop safely by the roadside. Do not ride single-handedly or release both hands from the handlebars. 如要拿取東西應該靠路邊停車，不要單手騎車，更絕對不可以雙手放開把手。
- (10) Stop and check for vehicles from both directions before crossing an intersection. 通過路口要先停下來，看看左右兩邊的來車確定安全再行駛。
- (11) Stay vigilant about parked cars and watch for drivers or passengers suddenly opening doors. 注意路邊停車的動態，提防車主或乘客突然開門。
- (12) On rainy days, slow down and avoid holding an umbrella while riding. 雨天騎乘單車要減速慢行，不可用單手打傘的方式騎車。
- (13) Wear properly fitted rain gear during rainy weather. Oversized hoods can obstruct vision, and long raincoat tails may get caught in the wheels, causing danger. 雨天騎車時，請穿著合身的雨衣，太大的衣帽容易遮蔽視線，太長的衣襬則容易絞入車輪，導致危險。
- (14) Park bicycles in designated areas to avoid obstructing others or compromising safety. 腳踏車要停放在適當的地方，不可以隨便亂停，免得影響他人的安全。

Form 2: Electric Bicycles Application Form

附表 2：電動自行車申請表

班級 Grade		學號 Student ID		姓名 Name	
家長手機 Parent's phone		學生手機 Student's phone		學生三個月內近照 Recent Photo (within three months):	
申請原因 Reason				黏 貼 處 Attach photo here	
家長簽章 Parent's Signature		導師簽章 Homeroom Teacher's Signature			
生輔組長 Disciplinarian		雙語部主 任 IBST Director			

騎乘微型電動二輪車相關罰則：

Penalties for Riding Electric Two-Wheel Vehicles

1. 需投保強制險，未投保者將處 750 元至 1500 元罰鍰。

Mandatory Insurance: Riders must have insurance. Non-compliance will result in fines ranging from NT\$750 to NT\$1,500.

2. 年滿 14 歲才可駕駛，違者處 600 元至 1200 元罰鍰並禁止駕駛、車輛移置保管

Age Requirement: Riders must be at least 14 years old. Violators will be fined NT\$600 to NT\$1,200, prohibited from riding, and the vehicle will be impounded. ◦

3. 行駛速率不得超過每小時 25 公里，違者處 900 元至 1800 元罰鍰。

Speed Limit: The speed limit is 25 km/h. Exceeding this limit will incur fines of NT\$900 to NT\$1,800.

4. 禁止載人，違者處 300 元至 600 元罰鍰。

Passenger Ban: Carrying passengers is prohibited. Violators will be fined NT\$300 to NT\$600.

5. 禁止擅自變更電子控制裝置或原有規格，違者處 1800 元至 5400 元罰鍰。

Modifications: Altering electronic control devices or original specifications is prohibited and will result in fines of NT\$1,800 to NT\$5,400.

6. 需配戴安全帽行駛，違者處 600 元罰鍰。

Helmet Requirement: Riders must wear a helmet. Failure to comply will result in a fine of NT\$600.

騎乘電動自行車通學家長同意書

Parental Consent Form for Riding Electric Bicycles to School

本人同意敝子女_____以騎乘電動自行車方式通學，除要求其遵守交通規則、號誌外，並能禮讓行人、不闖紅燈，愛惜生命不超速、不飆車，騎乘電動自行車時依法規戴上安全帽，同時後座不得載人，進校門後依規定減速並騎至指定位置停妥，且不得騎乘電動車在校（區）內閒逛，如有違反以上情事願接受校規處分，並不得再辦理騎乘，絕無怨言。

I hereby consent to my child, **(Student Name)**, commuting to school by electric bicycle, provided they adhere to traffic rules and signals, yield to pedestrians, avoid running red lights, and prioritize safety by refraining from speeding or reckless driving. **They must wear a helmet as required by law, refrain from carrying passengers on the rear seat, reduce speed upon entering the school gate, park in the designated area, and avoid riding the bicycle around the school premises.** Should my child violate any of these rules, I accept the school's disciplinary actions and acknowledge that they will no longer be permitted to apply for riding privileges, without any objections.

違反以上規定因而肇事者，願自行負責，絕無異議，空口無憑特此為證。

In case of an accident resulting from violating the above rules, the individual accepts full responsibility without dispute. This declaration serves as a formal acknowledgment.

【註 1】學校僅提供停車位，同學應將車輛上鎖並勿擺放貴重物品，學校不負車子與物品保管責任。 [Note 1] The school only provides parking spaces; students are responsible for locking their vehicles and should not leave valuable items in them. The school is not liable for the safety of vehicles or belongings.

【註 2】請檢附「電動自行車-行照」(有車牌頁)、強制汽車責任險證明影本。
[Note 2] Please attach a copy of the "Electric Bicycle Registration Certificate" (showing the license plate) and proof of compulsory vehicle liability insurance.

學生簽名 **Student's Signature** : (簽章)

學生家長 **Parent's Signature** : (簽章)

日 期 : 年 月 日
Date: yyyy/ mm/ dd

Form 3: Motorcycles Application Form

附表 3：機車申請表

班級 Grade :

家長電話 Parent's Phone :

姓名 Name :

學生電話 Student's Phone :

學生三個月內近照 Recent Photo (within three months):	家長簽章 Parent's Signature:	導師簽章 HR Signature:	校長核章 Principal's Approval
黏貼處 Attach photo here	生輔組長 Disciplinarian	雙語部主任 IBST Director	

下列文件正面影印浮貼處 Attach photocopies of the following documents

<div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">駕 照</div> <div style="font-weight: bold; margin-bottom: 10px;">Driver's License</div>	<div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">行 照</div> <div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">(有 車 牌 頁)</div> <div style="writing-mode: vertical-rl; font-weight: bold; margin-bottom: 10px;">Registration Certificate (with license plate page)</div>
<div style="font-size: 2em; font-weight: bold; margin-bottom: 10px;">保 險 證</div> <div style="font-weight: bold; margin-bottom: 10px;">Mandatory Motorcycle Insurance</div> <div style="font-weight: bold;">Certificate</div>	

備註：申請書應檢附「騎乘機車家長保證暨同意書」

Note: The application must include the "Parental Guarantee and Consent Form for Riding Motorcycles."

Form 4: Parental Guarantee and Consent Form for Riding Motorcycles

附表 4：騎乘機車家長保證暨同意書

敝子弟(姓名)_____就讀國立南科國際實驗高級中學 Grade _____ 學號_____，

I, the parent of (Student Name), who is currently enrolled in (Grade / Student ID),

因個人需要，請准予騎機車上、放學。本人負責督促敝子弟遵守校方下列規則：
request permission for my child to ride a motorcycle to and from school due to personal needs. I hereby take full responsibility for ensuring that my child adheres to the following rules set by the school:

1. Strictly obey traffic rules, avoid speeding, and refrain from driving recklessly.
恪遵交通規則、不超速及違規行駛
2. Carry a valid driver's license and vehicle registration at all times.
隨身攜帶駕駛執照及行車執照
3. Always wear a safety helmet while riding. 駕駛機車必須戴安全帽
4. Register the motorcycle with the IBST Admin Office, display the license plate, and park only in the designated school parking areas.
依規定至雙語部辦公室辦理登記並張貼車牌，並停放於學校指定之停車地點。
5. Reduce speed upon entering the school gates, park in the designated area, and refrain from riding around the school premises. Violations will result in disciplinary action and revocation of riding privileges. 進校門後依規定減速騎乘至指定位置停妥，且不得騎車在校(區)內閒逛，如有違反以上情事願接受校規處分，並不得再辦理騎乘申請。
6. The school only provides parking spaces and does not take responsibility for the security of motorcycles or belongings left on them. Students are advised to lock their vehicles and avoid leaving valuables. 學校僅提供停車位，同學應將車輛上鎖並勿擺放貴重物品，學校不負機車與物品保管責任。
7. For safety reasons, the school neither encourages nor permits students to carry passengers. However, if a student needs to transport a sibling due to family circumstances, a separate parental consent form (Form 5) must be submitted, and all responsibilities will be borne by the parent. 基於安全理由，學校不同意亦不鼓勵同學騎機車雙載，但若因家庭因素需搭載親兄弟姊妹上放學者，需附上家長同意書(如附表五)，並承諾負擔所有責任後予以同意。

如有違犯上述規定願意接受校規處分，若有任何意外，概由本人自行負責，絕無異議。By signing this document, I agree to comply with the above rules. Should any violation or accident occur, I accept full responsibility without objection.

Student Signature 學生： (簽章)

Parent Signature 學生家長： (簽章)

日期 Date： 年 月 日
yyyy/ mm/ dd

