Transportation Policy
School Vehicle Rules (Other Than Buses)

1. The legal seating capacity of our vehicles is: Vans – 6 passengers plus the driver
2. All passengers and the driver must wear a seat belt.
3. Students shall not be left unsupervised in the vehicles at anytime.
4. Vehicle Request Forms need to be filled out completely, with the exception of Athletics. The Athletic Director will schedule those.
5. Any damage found will be charged to the program or person that last used the vehicle. No cleats or spikes allowed to be worn in the vehicle.
6. Keys for the vehicles must be picked up at the Transportation office during normal business hours.
7. Vehicle use for field trips is limited to a radius of 50 miles unless prior approval has been obtained from the Superintendent of Schools or his/her designee.
8. A driver license record check is required. A driver with more than six points or a D.U.I. on their record will not be allowed to drive a school vehicle. Students shall not drive school vehicles.
9. A traffic violation while operating a school vehicle may result in the loss of school vehicle use privileges.
10. A police report is required for all accidents. The transportation office needs to be notified as soon as possible.
11. Any change of status regarding your drivers license must be reported to the Transportation office.
12. It is the driver's responsibility to:
    a. Check the vehicle before and after a trip and note any problems.
    b. Pick up and drop off the vehicle at the time requested.
    c. Close all windows and doors.
    d. Return the vehicle clean. If transportation staff needs to clean the vehicle, the users program will be billed an additional $25.00.

I have read and agree to abide by all of the above conditions for the use of a School vehicle. I will provide a copy of my driver's license to the Transportation Office along with this form.

Name: _____ _____
Print Signature

Building/Program: _____