

**Van Usage Form and Agreement for Use of District Property  
Trigg County Public Schools**

\* Required

1. Name of Sponsoring Group/Organization\*

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2. Contact Person\*

Name	Phone Number	Email

3. Date(s) of Use\*

\_\_\_\_\_

4. Destination\*

\_\_\_\_\_

5. Number of Miles Traveling\*

\_\_\_\_\_

6. Names of riders\*

\_\_\_\_\_

7. Current MVR and CPR Certification on file? (List dates of expiration)\*

\_\_\_\_\_

District Vehicle Responsibilities:

1. Must have a current MVR and CPR certification on file with the Central Office (Board Policy 03.2321)
2. Obey all traffic laws
3. Board policy prohibits the use of all telecommunication devices- Drivers shall not use a telecommunication device, including those used for calling, texting, or emailing while operating a Board owned vehicle unless the vehicle is parked or unless there is a bona fide emergency, which shall include, but not limited to the following actions: report illegal activity, summon medical help, summon law enforcement or public safety agency, or prevent injury to a person or property. (Board policy 03.1321 AP.1)
4. All trash and other personal items should be removed from the vehicle before returning to the central office. All messes should be cleaned.
5. Mileage will be charged to appropriate school/department
6. All riders must be listed on the form. No exceptions
7. Seatbelts must be worn by everyone in the vehicle.
8. Smoking is NOT allowed in a school owned vehicle.
9. There shall never be more than seven (7) passengers in the van and never more than five (5) passengers in the truck.
10. Only board employees may drive district vehicles; students and volunteers are not permitted to drive.
11. Keys must be returned to the Central Office after use. After hours, keys should be placed in the drop box.

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Signature

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Date

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Printed Name