

Van Use Directions

Avon Grove School District is able to provide our students in cocurricular and extracurricular activities with additional educational opportunities and experiences at a reduced cost by using district purchased transport vehicles. To utilize these district purchased vehicles, the employee/coach/advisor of the group who would like to utilize this method of transportation must follow the steps below to become an approved driver.

1. The prospective driver must:
 - a. Print and complete Box C and E of the [Penn Dot DL-503 – Request For Driver Information Form](#).
 - b. Review [Administrative Rule 810.1 – Student Transportation by District Employees](#).
 - c. Print and complete the [Avon Grove School District - Use of Vehicle Form](#).
 - d. Submit all information to Diane Hunter (dhunter@avongrove.org).
2. To reserve the van, the driver must input the van reservation information into the following google calendar:
<https://calendar.google.com/calendar/u/0?cid=Y19mbGYxaXE2NnJxaGtuZzJvbzY4MGViZGJlY0Bncm91cC5jYWxlbmRhci5nb29nbGUuY29t>
 - a. If you can not make a reservation or addition to the calendar, please contact Kyle Christy (kchristy@avongrove.org) to be added to the calendar.
3. To make a reservation in the google calendar:
 - a. Make sure that just the van calendar (in purple) is checked on the left side of your screen.
 - b. Check that the reservation you are about to make will not overlap with another reservation.
 - i. If the prospective reservation does overlap, please reach out to Kyle Christy (kchristy@avongrove.org) and Diane Hunter (dhunter@avongrove.org) and we will find the most cost effective solution to the overlap.
 - c. Click the “+ Create” button at the top left of the screen.
 - d. Select “Event”.
 - e. Input the title, event dates, times for departure/return, and location of the event.
 - f. Again, make sure the “Athletics/Activities Van Reservation” calendar is the calendar that is selected.
 - g. Click “Save”.
 - h. Double check that the reservation is in the calendar on the date and time submitted.
4. Prior to your departure, check with Diane Hunter (dhunter@avongrove.org) about when to pick up the keys from her office in room 147.
5. When taking the van on a trip, the logbook inside of the van must be filled out for each trip. Insurance information and vehicle registration is in the passenger glove compartment of the van.
6. After the completion of a trip and before parking the van back in its spot, fill the tank with gas at a gas station close to the school. The credit card is in the passenger glove compartment of the van. The zip code for use of the credit card is 19390.
7. The physical receipt from the gas station and the key must be given to Kyle Christy or Diane Hunter the same day as the event or the morning following the event.
 - a. If you are unable to get a receipt from the pump and after going inside to ask the cashier for a receipt, please take a picture of the pump and send it to Diane Hunter (dhunter@avongrove.org). This method should be the last resort.