

BERMUDIAN SPRINGS SCHOOL DISTRICT  
York Springs, Pennsylvania 17372

**Policy and Procedures for Use of School Van**

**GENERAL**

1. The use of the vans will be controlled through the Transportation Office. All requests for use and conflicts will be resolved through that office.
2. The main function of these vehicles is the transportation of small groups of students. Requests for transportation involving students shall have priority over use for adult personnel only. The vans shall not be available for personal use.
3. When the vans are used to transport students, a field trip request form shall be submitted for approval. This form is required **only** when students are involved in a typical field trip situation. Coaches transporting students to regularly scheduled athletic events need not complete field trip request forms, but shall schedule the van through the Athletic Director by completing the Van Request form. Van keys and completion forms will be scheduled for coaches by the Athletic Director. Van Request forms are found on Bermudian Springs Website, under Athletics, then under Athletics Transportation Tab.
4. Keys for the vans will be kept in the Transportation office and shall be picked up and returned between 7:30 a.m. and 4:30 p.m.

**SCHEDULING**

1. All requests will be forwarded to the Transportation Office. A calendar will be maintained in that office indicating when the vans are available. Due to the expected heavy use of these vehicles, requests should be submitted as early as possible. Questions regarding availability shall be directed to Wade Hunt.

**DRIVING THE VAN**

1. Only employees of Bermudian Springs School District are authorized to drive the vans. You must be on the District Drivers List.
2. Act 146 of 1984 (Pennsylvania Legislature) restricts the capacity of this type of van to **10 PERSONS** including the driver. Please adhere to that regulation.
3. All maintenance concerns are to be reported to Wade Hunt preferably in writing.
4. Additional instructions for drivers shall be provided to the driver on the back of the Van Transportation Report.

## ATTENTION - SCHOOL VAN DRIVERS

1. **The driver is responsible** to log use of vehicle on the form provided by the Transportation office.
2. **Gas and oil may be purchased** at Wolf's Bus Lines in York Springs and charged to Bermudian Springs School District. If gas and/or oil are needed before returning to York Springs, the driver may pay and bring the receipt to Adm. for reimbursement. Credit cards are available upon request in special cases.
3. **Be certain to lock all doors** when van is parked.
4. **Observe speed limits.**
5. **Upon return to school**, please park the van in its assigned parking area, lock all doors, and return the keys to the administration office immediately or the next morning in case of after school trips. **The van shall be cleaned of all garbage following the return to the school.**
6. **All maintenance concerns must be reported** to Wade Hunt, preferably in writing.
7. **Registration and insurance cards** are located in the console.
8. Van capacity is **10** persons **including** the driver.
9. **EMERGENCY PHONE NUMBERS: PLEASE CALL YOUR PRINCIPAL AND / OR ATHLETIC DIRECTOR FIRST:**

Bermudian Springs School District - 528-4113 or 624-4231

Mr. Defoe	-	(Cell) 717-778-7833
Dr. Hunt	-	(Cell) 717-778-7009
Mrs. Shannon Myers	-	(Cell) 717-712-4019
Mr. Orwig	-	(Cell) 717-778-7012
Mrs. Eley	-	(Cell) 717-497-6904
Dr. Hotchkiss	-	(Cell) 717-991-6474
Dr. Fox	-	(Cell) 717-343-4925

**ALL OCCUPANTS SHALL USE AVAILABLE SEAT BELTS IN THE VEHICLE. THE DRIVER OF THE VEHICLE SHALL BE RESPONSIBLE IN ENFORCING THIS REGULATION.**