

Policy and Procedures for Use of School Van

General

1. The use of the **vans** will be controlled through the Assistant Business Manager's 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, an **Educational Field Trip** request form must be approved prior to submitting a Transportation Request form. 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 such forms but shall schedule the van through the Athletic Director. Van keys and completion forms will be scheduled for coaches by the Athletic Director.
4. Keys for the vans will be kept in the office of the Assistant Business Manager and shall be picked up and returned between 7:30 am and 3:30 pm.

TRANSPORTATION REQUEST FOR BUS OR VAN
(Please Print Legibly)

This request form should be completed in its entirety by the professional employee in charge. Please remember that parental permission slips are required for all participating students. When requesting a bus, an Educational Field Trip request form must be approved prior to submitting a Transportation Request form.

Requests are due at least two weeks prior to date of the scheduled trip.

Date of Trip _____ Day of Week _____
(Submit a separate request for each trip)

Destination _____

Group, Class, Sport or Activity Requiring Transportation _____

Professional Employee Responsible _____

Professional Employee who will be Driving Van _____

Professional Employee Responsible Contact Cell # For the Day of the Field Trip _____

Total Number of People Involved _____ Time of Departure _____ AM
PM

Number of Buses / Vans Needed _____ Expected Time of Return to School _____ AM
(circle one) PM

Location for Bus Pick-Up/Drop-Off _____

Purpose of Trip (Explain briefly) _____

Scheduling Vans

Important: Requests made via phone or email will only be held for 48 hours. You must have your paperwork submitted with building approval signatures within the 48 hours of the departure or you may not be guaranteed a van.

Driving the Van

1. Only employees of Bermudian Springs School District are authorized to drive the vans, and must be registered with our insurance company.
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 or other van issues are to be reported to the Assistant Business Manager, preferably in writing.
4. Additional instructions for drivers shall be provided to the driver on the back of the Van Transportation Report.
5. **Upon return, please remove all trash (trash bags will be provided) and park the vans in their assigned parking spots. If the vans are returned trashed or damaged, the following will be imposed.**

1st offense – a warning letter

2nd offense – loss of privilege to be determined by the Superintendent

If requesting Van, please list Students Involved and Driver of Van

- | | |
|----------|-----------------------------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. Van Driver _____ |

If requesting a Bus, attach a list of students Involved

Date

Person(s) requesting approval			
	List any others supervising	Approved	
			Principal / Supervisor
		Approved	
			Assistant Business Manager