
ADMINISTRATIVE REGULATIONS
SECTION: Auxiliary Services
SUBJECT: Transportation - District Vehicles

AUX-19
UPDATE 9
03/01/04

Any school personnel requesting the use of any District vehicle should complete a Travel Request form (AUX-19F).

All completed transportation requests **must be in the office of the Transportation Department five (5) working days** prior to the date the vehicle is needed.

Due to the increased number of trips requested, it is necessary that the above regulation be enforced. The following will be applied to each request that is submitted.

1. Trips will be scheduled on a first-come, first-serve basis.
 - a. As requests come into the office, they will be date stamped and placed in the order in which they are received.
 - b. Scheduling for trips is done one week in advance (Tuesday through Monday).
 - c. Any requests received after scheduling is completed, will be scheduled only if vehicles are available.
2. Request forms **will not be** officially stamped in as received until all required information is completed on the form. Requests will be returned for the following reasons:
 - a. No account numbers on the form.
 - b. Required signatures not on the form.
 - c. Improper information or insufficient information on the form.
3. There are times when rescheduling occurs, due to rain outs and other mishaps. These rescheduled trips will be placed behind the requests that are already in line.
4. It is suggested when making requests, if tickets or other monies must be spent, consult with the Transportation Department for availability of buses **before money is sent**. Alternative dates may have to be considered.
5. **If a trip is canceled, please notify the Transportation Department immediately so that buses or other vehicles can be released for other possible trips.**

A separate Travel Request is required for each day a school bus is needed. The Transportation Department must be notified immediately if a trip is to be canceled. Failure to turn in your request in the specified time may lead to disapproval due to unavailability of vehicles and/or drivers.

