

SOUTH WHIDBEY SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
(360) 221-5209

VAN REQUEST

School/Program: _____ Date: _____

Pick-Up Date: _____ Time: _____ Return Date: _____ Time: _____

Number of Passengers: _____ Estimated Miles: _____
(Include Driver, **MUST NOT** exceed 8 passengers per van) There will be a charge of \$0.60 per mile assessed on all van trips.

Destination: _____ Purpose: _____

Driver Name: _____ Phone/Ext: _____

If **children** will be transported, Driver **MUST** hold District Type II authorization and possess current, valid First Aid Card

Your reservation was received by the Transportation Department. If you need to cancel, please give at least 24 hours notice. A reservation does not guarantee availability.

I understand and agree to the procedures for van use. If I am not the driver of the van, I agree to relate these terms to the driver so a complete pre-trip and post-trip inspection of the district vehicle can be performed.

Transportation	Date	Reserved By	Phone/Ext.
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Do not write below this line

- Check the van key board for your Van Assignment.
- Vans should be picked up the day they are to be used, not the night before - unless you are leaving early in the morning (before 7:00 A.M.) then keys may be picked up the day before (by 4:00 P.M.)
- You are **REQUIRED** to complete the "Van Check Sheet" (Pink Copy) in its' entirety. You **MUST** note your starting and ending mileage on this form along with checking off each individual checklist item. **NO EXCEPTIONS!**
- Inspecting the vehicle completely is in the interest of student, passenger and your safety. Failure to properly inspect District vehicles may prohibit this privilege being extended to you in the future.
- Any problems and/or defects with the van must be noted, in writing (on Pink form) to the Transportation Department. If there is a defect that causes the van to be put out of service, notify Transportation to be issued a replacement, if available. Out of service defects include any malfunction or defect in: lights or blinkers, windshield wipers, tires, fluids, mirrors, horn or missing/defective emergency equipment (fire extinguisher, reflectors, body fluid cleanup kit, first aid kit).
- You are responsible for returning the van with the interior in a neat and clean condition. Remove all trash and deposit in the trash dumpster. Check van for lost and found items under seats, compartments, trunk, etc.