

Administrative Regulation: Use and Care of District Van

1. While District vans are primarily stationed at the High School, this in no way means that they are not to be used by the entire District.
2. Requests for use of the van will utilize form #622 – Student Activities Request. It will have the approval of the building principal and will be processed through the District Office.
3. Responsibility for the receiving of requests and for the assignment of the vans will be that of the PHS Activity Director. Assignments will consider such factors as length of trip, number of students, and when request was received. Final assignment will be based upon what is most economical and efficient.
4. Strict adherence will be made to the load limits placed upon the vans by State Regulation.
5. Only qualified staff members with a good driving record will be allowed to drive the District vans. Determination shall be made by the District insurance carrier.
6. In the case of inclement weather, the Activities Director, in consultation with the State Police, will determine whether or not vans will be used.
7. It is the responsibility of the Activity Director to see that a regular maintenance schedule will be observed.
8. Unless other arrangements are made with the Activities Director, the vans will be parked at the High School before and after an activity trip.
9. Fuel for the initial part of any van trip will be obtained at the District bus facility on Colver Road. This will be done with the authorization of the Activities Director.
10. It will be the responsibility of the using group to see that the vans are left free of litter and ready for use.
11. Final arrangements for van use should be made the day prior to the actual use. Arrangements for obtaining keys are especially critical.

Cross Reference(s):

EEBA - School-owned Vehicles