

## **Obtaining Non-Home/School/Home Transportation**

### 1. Non-School Bus Vehicles

Persons requiring a school vehicle, other than a school bus, shall request the appropriate school administrator to make the necessary arrangements by telephone.

Administrators may, at their option, make long term repetitive arrangements for vehicles should circumstances dictate, followed by appropriate request form.

- a. If trip is approved, make necessary arrangements for keys, credit card, etc.
- b. The transportation supervisor has the authority to shift groups from one vehicle based on his/her judgement, or assign a vehicle to a given group.
- c. All gas, oil or other purchases must have accompanying receipts.
- d. On completion of the trip, the vehicle use report form must be filled out and turned in to the transportation supervisor, along with all receipts.

### 2. School Buses

Persons requiring a school bus must make the request using form F-791 (m) available in each school office. In addition to complying with all district policies and procedures regarding student travel, chaperone and advisor duties, requestors should have the completed and approved request in the transportation supervisor's office five school days prior to departure.

Last minute verbal requests must be followed by appropriate paperwork and will take lowest priority in accommodation.

### 3. Scheduling Conflicts and Lack of Equipment

In no instance will the transportation supervisor make value judgments regarding the relative trip worth. In the event of a schedule conflict or lack of equipment, the parties involved will be notified. It is then their responsibility to decide the resolution.

Conference car is for transporting adults only. Precedence for use of the conference car will generally be given to the longest trip with the most staff being transported.