

Rochester Area School District

Driving School Vehicles (Van Drivers)

GENERAL

1. Prior to being approved to drive district vehicles, the driver must complete this form indicating he/she has read and understands the responsibilities of driving the school vehicles.
2. Once completed, applicant is to submit a copy of his/her driver's license and a copy of his/her insurance card with this form. The district will run and review the Department of Transportation's report on the driver's information. Names will then be submitted to the Board for approval.
3. Vans
 - a. The use of the vans will be controlled through the Superintendent's Office. All requests for use and conflicts will be resolved through that office.
 - b. The main function of the 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.
 - c. When the vans are used to transport students, a *Field Trip Request* shall be submitted for approval. 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 a *Field Trip Request*, but shall schedule the van through Mr. Campisi for the entire season. (This should be completed prior to the beginning of the season.) **Van Request Forms** are found on the district website.
 - d. Keys for the van will be kept in the Buildings & Grounds Director's office and shall be picked up and returned between 7:30 a.m. and 4:30 p.m.
4. Truck and Tractor
 - a. The primary purpose of the truck and the tractor is for the maintenance and custodial department to maintain the building and grounds.
 - b. The vehicles shall not be used for any other purpose without the consent of the Director of Buildings and Grounds.
5. Vehicle violations against the driver's license must be submitted to the Superintendent's Office with 24 hours.

Driver's Name

Driver's License Number

Insurance Carrier

Policy Number

Last 4-digits of SSN

Reason for Request

Prior to submitting to the Superintendent's Office for approval, please attach the following:

1. Copy of driver's license.
2. Copy of valid car insurance