

ROCHESTER AREA SCHOOL DISTRICT
Policy and Procedures for Use of School Van

GENERAL

1. 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.
2. Prior to being approved to drive the vans, the driver must submit a copy of his/her driver's license and a copy of his/her insurance card. The district will run and review the Department of Transportation's report on the driver information.
3. 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.
4. 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.
5. 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.
6. The van will be parked in the Warehouse and moved to the Gymnasium entrance for employee use.

SCHEDULING

All requests will be forwarded to the Buildings & Grounds Director. A calendar will be maintained in that office indicating when the vans are available. Due to the expected heavy use of these vehicles, requests should be submitted as early as possible. Questions regarding availability shall be directed to Mr. Campisi .

DRIVING THE VAN

1. Only employees of Rochester Area School District are authorized to drive the van.
2. You must be on the District Drivers List to drive the vans.
3. Act 146 of 1984 (Pennsylvania Legislature) restricts the capacity of this type of van to 10 PERSONS including the driver. Please adhere to that regulation.
4. All maintenance concerns are to be reported to Mr. Campisi through a work ticket.

ATTENTION - SCHOOL VAN DRIVERS

1. The keys are located in the Buildings & Grounds Director's office. The driver must sign out the van, obtain the keys, and complete the Van Use Log.
2. Gas may be purchased by using the district credit card. If gas is needed before returning to Rochester, the driver may pay and submit a reimbursement form along with the receipt. Credit cards are available upon request in special cases.
3. Be certain to lock all doors when van is parked.

4. Observe speed limits.
5. Upon return to school, please park the van in its assigned parking area, complete and sign the van return checklist, lock all doors, and return the keys to the Buildings & Grounds Director's office immediately (or the next morning in case of after school trips.)
6. Be sure to clean all garbage from the van upon returning to the school.
7. All maintenance concerns must be reported to the Buildings & Grounds Director through a work ticket.
8. Registration and insurance cards are located in the console or glove box.
9. Van capacity is 10 persons including the driver.
10. EMERGENCY PHONE NUMBERS: PLEASE CALL YOUR PRINCIPAL AND / OR ATHLETIC DIRECTOR FIRST:

Rochester Area School District	(724) 775-7500
Mr. Damon	(724) 480-6308
Miss Cwynar	(724) 462-4733
Mr. Campisi	(724) 683-0281
Mr. Long	(724) 683-1734
Mrs. Onuska	(724) 544-0958

ALL OCCUPANTS SHALL USE AVAILABLE SEAT BELTS IN THE VEHICLE. THE DRIVER OF THE VEHICLE SHALL BE RESPONSIBLE FOR ENFORCING THIS REGULATION.