

Rochester Area School District

540 Reno Street, Rochester, PA 15074

Phone: 724-775-7500

Fax: 724-775-4077

Request 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.

REQUEST FOR USE OF VAN

(Please Print Legibly)

This request form should be completed in its entirety by the professional employee in charge. Please remember that parental permission slips are required for all participating students. When requesting a bus, an Educational Field Trip request form must be approved prior to submitting a Transportation Request form. Requests should be submitted at least two weeks prior to date of scheduled trip.

Date of Trip

Day of Week

Destination

Group, Class, Sport or Activity Requiring Transportation

Professional Employee Responsible

Professional Employee who will be Driving Van

Cell # For the Day of the Field

Adults	Students
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Total Number of Adults and Students

Time of Departure

Expected Time of Return to School

Purpose of Trip

I am requesting: Van 1 (1 driver, 9 passengers)

Van 2 (1 driver, 3 passengers, 1 wheelchair)
or

(1 driver, 6 passengers)

Scheduling Vans

Important: Request made via phone or email will only be held for 48 hours. You must have your paperwork submitted with building approval signatures to the Superintendent's Office within the 48 hours or the van will be released.

Driving the Van

1. Only employees of Rochester Area School District are authorized to drive the van, and must be registered with insurance company.
2. 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.
3. All maintenance concerns or other van issues are to be reported to the Superintendent's Office, preferably in writing.
4. Additional instructions for drivers shall be provided to the driver on the back of the Van Transportation Report.
5. Upon return, please remove all trash (trash bags will be provided) and park the van in its assigned parking spot.

(over)

WARNING: Vans will be inspected. If the vans are returned trashed or damaged, the following will be imposed.

1 st offense – a warning letter

2 nd offense – loss of privilege to be determined by the Superintendent

Please list Students Involved and Driver of Van

Driver:

Person Requesting Approval

Date

----- FOR OFFICE USE ONLY-----

Principal / Supervisor

Date

Superintendent

Date

Once approved, copies sent to:

Employee

Buildings & Grounds

Van File

(over)