

JOHN HERSEY HIGH SCHOOL SCHOOL VEHICLE USAGE

What to do if you want to use a school vehicle. We hope you care for the vehicle as you would your own.

1. School vehicles are to be used for school business only.
2. We have 1 van that can transport 8 students (plus a driver) and 4 activity buses that can transport 14 students (Plus a driver). Please request only the size vehicle that you need.
3. **You must complete the training program in order to drive an activity bus.**
4. Request vehicle usage through the Activities Office or the Athletic Office.
5. Pick up the key packet from the bookkeeper. Return it to her mailbox when finished.
6. If you are the first user of the day, a gas card will be issued to you. Please make sure to fill up the tank if it falls below half full. Return the receipt in the packet with the keys to the bookkeeper.
DO NOT USE PREMIUM GAS - REGULAR UNLEADED ONLY.
7. Return checklist only if there are any problem areas to be addressed.
8. **When you return the vehicle, make sure they are cleaned, windows are closed, and doors are locked!**

Miscellaneous important info:

1. If no vehicle is available, see the bookkeeper in the Main Office. We may be able to borrow one from another school.
2. Follow all laws, and remember that the name of the school is on the van.
3. **Should you get a ticket, you are responsible just as if you were driving your own car.**
4. Should you get into an accident, please use prudent practices with regard to your safety and those whom you are transporting. **Report any accident (no matter how small or who is at fault) to the local police immediately and get a copy of the police report.** District 214 is self-insured, and an insurance card is in the packet along with a copy of these procedures. **You should contact an administrator immediately. A list of phone numbers is included in the packet. The police report is to be brought to the Assistant Principal for Student Activities as soon as possible.**
5. Only District 214 employees 21 years of age or older may drive a school vehicle. In order to be added to our approved driver list, you must complete an approval form (available from the bookkeeper in the Main Office) along with a photocopy of your driver's license.
6. If the vehicle should break down, the packet contains information on the procedures that should be followed. Please contact an administrator immediately to determine if the vehicle should be towed and how you will be transported.

Vehicle Driver Authorization Form

A Motorized Vehicle Review (MVR) is required for a School District employee who drives a School District owned, leased, or rented vehicle while on District business. Please complete this form and attach a photocopy of your valid driver's license.

Name: _____ **ID#** _____

Building Location: _____

Date of Birth _____

License Number: _____ **State:** _____

License Expiration Date: _____

An employee will immediately inform the Human Resources Department if, during the course of any twelve-month period, any of the following occurs:

- (1) you receive three or more moving violations,
- (2) you are involved in two or more motor vehicle collisions, or
- (3) you are charged with driving under the influence.

Please sign below to acknowledge that you will adhere to the following expectations:

- 1. Wear a seat belt at all times when driving a District 214 owned, leased, or rented vehicle while on District business;
- 2. Follow the procedures included in the GCN Training Module;
- 3. Authorize District 214 to conduct a Motorized Vehicle Review with the Secretary of State of your driver's license each year;
- 4. Inform the Human Resources Department immediately if any of the following occurs within a twelve-month period:
 - (1) you receive three or more moving violations,
 - (2) you are involved in two or more motor vehicle collisions, or
 - (3) you are charged with driving under the influence.

Signature: _____ **Date:** _____