

# ***Memorandum***

*Potsdam Central School District  
Joann Chambers, Superintendent*

**To:** PCS Faculty and Staff

**From:** Joann Chambers

**Date:** December 12, 2018 (Updated)

**Re:** Use of District Van

Prior to the 2018-19 school year, the district purchased a 7-passenger van. This vehicle may be used to transport students rather than using a larger vehicle. Any staff member may drive the van, though the A form needs to be completed and returned to the bus garage at the completion of the trip. Extracurricular advisors or coaches may drive the van when the activity involves 6 or fewer students.

When district bus drivers transport students using the van, they will be allotted 15 minutes for both the pre- and post-trip inspection.

The van may also be used by district staff to travel to meetings or conferences. The following guidelines are to be adhered to:

1. If three or more staff members are going to the same location for a conference or workshop that is more than 25 miles away, it is expected all will travel using the district vehicle.
2. Staff who elect to take a personal vehicle to a conference when the van is available will not be reimbursed for mileage.
3. The van should be reserved at least one week in advance by contacting Kevin Kingsley, Transportation Supervisor.
4. All authorized drivers must have a valid driver's license. The district may review drivers' record prior to authorizing use of the school vehicle.
5. A district gas card will be issued for authorized travel.
6. No tobacco products shall be used in the vehicle, and no alcoholic beverages or illegal substances shall be placed in the vehicle or consumed in the vehicle.
7. The driver of the vehicle is responsible for all traffic and parking tickets issued.

8. Any mechanical issues or accidents must be reported to the district immediately. If the event occurs during the school day, employees should call Kevin Kingsley at the bus garage (315) 265-2000 x353. If the event occurs outside the school day or on a weekend or holiday, the employee should call Superintendent Joann Chambers (315) 262-7701, and Kevin Kingsley, Transportation Supervisor (315) 212-3516.
9. All refuse should be cleaned out of the vehicle before it is returned to the district.