

**School District of Jefferson**  
**SCHOOL VEHICLE REQUEST**



*Please read the instructions on the reverse*

Date Request for School Vehicle Submitted: \_\_\_\_\_

Person Making Request: \_\_\_\_\_

Driver of Vehicle, if different from above: \_\_\_\_\_

Does driver have authorization to transport students in other than a school bus?    \_\_\_ YES \_\_\_ NO

Organization/Department of Person Requesting: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Returning Date: \_\_\_\_\_ Return Time: \_\_\_\_\_

Number to Be Transported: \_\_\_\_\_ Adults + \_\_\_\_\_ Students = \_\_\_\_\_ Total

Destination and Purpose of the Trip: \_\_\_\_\_

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Business Services Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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**To be Completed by District Office Staff Only**

**VEHICLE(S) ASSIGNED**

\_\_\_\_ LIC# 41925 - 2016 White Ford T-150  
(8 passengers, including driver)

\_\_\_\_ LIC# 43093 – 2017 White Dodge Grand Caravan  
(7 passengers, including driver)

\_\_\_\_ LIC# 18561 - 2013 White Ford Econoline  
W/chair Lift (7 passengers, including driver)

\_\_\_\_ LIC# C11119 - 2019 Gray Chrysler Pacifica  
(7 passengers, including driver)

\_\_\_\_ LIC# 91097 2015 Red Chevy Spark  
(4 passengers, including driver)

\_\_\_\_ LIC# 58020 – 2017 White Dodge Caravan  
(7 passengers, including driver)

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# **PROCEDURES FOR USING SCHOOL VEHICLES**

## **REQUESTING USE OF A SCHOOL VEHICLE:**

1. All requests for the use of a school vehicle must be submitted on an official "SCHOOL VEHICLE REQUEST" form (Form T-2), which is available in each school building as well as on the district website. Requests must be approved by your building principal and then sent to the District Office to be approved by the Director of Business Services.
2. An E-Mail will be sent to you indicating approval or disapproval of your vehicle request. If disapproved, a reason for the disapproval will be given.
3. Users of school vehicles are required to do the following:
  - a. Pick up vehicle keys in the District Office.
  - b. Keep the vehicle free from litter (you are responsible for returning the vehicle in a clean condition).
  - c. Be sure to fill the vehicle with gas upon return so it is ready for the next user. Vehicles should be left with a full tank of gas upon return to the shed.
  - d. Report any damage or concerns with the vehicle's operation to Maureen Anderson in the District Office (920) 675-1001, or via email at andersonm@sdoj.org.
  - e. Place the vehicle keys and gas receipts in the dropbox, which is located in the storage shed on the wall next to the overhead door (where the vehicles are housed) or drop off at the district office.

## **PICKING UP SCHOOL VEHICLES:**

All vehicle keys are kept at the District Office. Please pick up keys during office hours on the day of your trip. District Office hours are 7:30am - 4:00pm Monday through Thursday, and 7:30am - 3:30pm on Friday. If your trip is on a weekend, pick up the keys on the Friday before your trip. If your travel plans do not allow pick-up during office hours, you will need to make special arrangements with the District Office. **If the gate happens to be locked, use the shed key to open the gate and lock it again on your way out.**

## **LOCATION OF SCHOOL VEHICLES:**

The vehicles are located in the locked storage shed by the High School track. The Red Chevy Spark is located in the Receiving area of the District Office. A key to the shed is included with the vehicle key. This key also unlocks the gate. Please make sure the shed door is closed and locked when you leave with the vehicle, and following your return. The vehicle(s) used **MUST** be returned to the shed when you have finished your trip.

## **RETURNING SCHOOL VEHICLES:**

When you are finished with the vehicle, return it to the shed as stated above. Place the vehicle keys in the dropbox located in the storage shed on the wall next to the overhead door. Please double check to make sure that all the vehicle doors are shut and the dome light is off.

## **FUELING OF SCHOOL VEHICLES:**

The District has charge accounts at "**Kwik Trip**" & "**Main Street Station-Mobil**" in Jefferson. When refueling a District vehicle, choose "Pay Inside," fuel the vehicle (Mobil asks for odometer reading, put 11111). At both locations **you will have to give the pin #. This can be found on the back of the key tag.** Sign the receipt legibly and return it with the district vehicle keys. If you need to purchase gas outside of Jefferson, save your receipt and submit it with a Direct Payment Request to the District Office.

\*\*\*\*NO SMOKING IS ALLOWED AT ANY TIME IN ANY SCHOOL VEHICLE\*\*\*\*

\*\*\*CELL PHONE USE IS PROHIBITED WHILE OPERATING ANY SCHOOL VEHICLE\*\*\*

\*\*\*ANY EXCEPTIONS TO THE ABOVE PROCEDURES MUST BE APPROVED IN ADVANCE BY THE DIRECTOR OF BUSINESS SERVICES\*\*\*