

PROCEDURES FOR USING SCHOOL DISTRICT OWNED IO-PASSENGER VAN

USAGE:

1. Faculty, staff and coaches must complete an Application For Use of District Van (Attachment "A") and have it approved by their Principal/Athletic Director. At the time the form is being completed a telephone call should be made to the Transportation Department (ext. 6229) to find out if the van is available for use.

It will also be necessary to complete and return a Release to Obtain Driver History Information (Attachment "B") when submitting the Application For Use of District Van form annually. Please attach a legible copy of said individual's driver's license (front and back) to the Release for insurance purposes.

If you will be taking the van on a long-distance trip that will require fuel to be purchased for the vehicle at a location other than our local Rutter's stores, please refer to the list of locations accepting the WEX fuel cards (Attachment "C").

2. Once the Principal/Athletic Director has authorized the trip, said form(s) will need to be forwarded to the Administration Building for Superintendent approval.

Driver background checks must be on file with the Transportation Department prior to approval of said trip. Requestor will be notified of approval/disapproval by the return of said Application For Use of District Van form.
3. It must be noted on student permission slips that an "alternative" mode of transportation is being furnished by the School District whenever transporting students in a vehicle other than a school bus, so that the parent can grant approval for the alternative mode of transportation.
4. Unauthorized persons, including but not limited to, family members and/or friends of the coaches, teachers, students, chaperones or advisors, are prohibited from riding in the van.
5. Animals are not permitted to be in the District Van, except for transport to a school-related event, and must be pre-approved by the Superintendent.
6. All van trips require one individual to have a working cell phone. Van drivers are not permitted to use a cell phone while operating said vehicle. A cell phone may only be used by said driver once vehicle is stopped and parked.

7. Passengers riding in district-owned vehicles are required to use seat belts. When transporting children 4 years of age or older, but under 8 years of age, you are responsible to securely restrain those children in a seat belt system and an appropriately fitting child booster seat.
8. The van is not allowed to be parked at an individual's residence. It must remain on school property until departure for the trip and be returned to the Administration Building upon completion of the trip.
9. **Individuals using the school van are required to do the following:**
 - Complete Attachments “A”, “B”, and the District Vehicle, and Personal Vehicle, Transporting Student Use Form [Administrative Regulation No. 710-AR-3] (Attachment “D”).
 - Pick-up the van key, WEX Fuel Card, spray bottle filled with the No. 19 solution, and the District Van — Pre and Post Trip Inspection Form (Attachment “E”) from the Transportation Department. Remember to record your starting mileage on the form.
 - Keep the vehicle free from litter and conduct a post-trip inspection of vehicle interior/exterior and note comments on pre/post-trip form.
 - Report any damage or concerns with the vehicle's operation on the pre/post-trip form.
 - It is the user's responsibility to fill the gas tank. Please take it to the Rutter's store in Fawn Grove and fill it before returning it to Administration Building.
 - When fueling the van you will be required to use the WEX Fleet Fueling Card that was provided when you picked up the keys. The card requires the use of a pin number, and requests the current mileage to be typed in on the keypad before you begin fueling.
 - If an accident occurs, dial 911. Then, contact your building Principal or the Transportation Department immediately. If the accident occurs during the evening or on a weekend, the Director of Transportation can be reached at (717) 654-3506 or (717) 382-9549.
 - Return the van to the location at the Administration Building where you picked it up. Before locking the van, use the spray bottle with the No. 19 solution in it to mist all seats, seat belts and interior driver area of the van – do not wipe down – simply let it dry. Then, take the keys, gas card, fuel receipt, spray bottle with the No. 19 solution, and pre/post trip inspection form to the Transportation Department. The Transportation Department is open between 7:00 am and 4:00 pm, Monday through Friday.

APPLICATION FOR USE OF DISTRICT VAN

School: _____ Date Submitted: _____

Name of Group, Team, Individuals: _____

Destination(s) and Purpose of Trip: _____

Advisor/Coach Name(s): _____

Advisor/Coach Cell Phone Number(s): _____

Name of Van Driver(s) and Cell Phone Number(s) If Different From Advisors/Coaches:

Departure Date: _____

Departure Time: _____

Return Date: _____

Return Time: _____

Number of Passengers: Students: _____ Adults: _____ (**MAXIMUM CAPACITY IS 9 PLUS DRIVER**)

Anticipated Cost for Expenses: _____

To Be Paid From Account #: _____

Check One: ☐ District Student Activity ☐ Student Activities Club Account ☐ PTO/PTA☐ Grant # _____ ☐ Building Budget_____
Principal Approval_____
Date_____
Athletic Director Approval_____
Date_____
Superintendent Approval_____
Date_____
Transportation Approval_____
Date

**RELEASE TO OBTAIN DRIVER HISTORY INFORMATION
FROM THE PENNSYLVANIA DEPARTMENT OF TRANSPORTATION
BUREAU OF DRIVER LICENSING**

PA Driver's License No.

Printed Name

I hereby give the South Eastern School District permission to search my driver license history through the Pennsylvania Department of Transportation, Bureau of Driver Licensing.

Date

Signature

FUEL ANYWHERE. SAVE EVERY DAY.

Accepted at 95% of fuel stations nationwide.

ACCEPTING FUEL SITES

AC & T	Halley's	Quality Oil
Aloha	Handy Andy's	Quik Mart
Aviation	Huck's	Road Ranger
Bell Gas	ICO	Robinson Oil
Bigfoot	Ideal	Rotten Robbie
Capital City	Inter City	Royal Farms
Carousel	Johnson & Dixon	Rutters
Certified	Kenyon	Rymes 24
City Garage	King Soopers	SC Fuels
Cogos	Koch	Smokers Express
Crystal Flash	Kramer	Sprint
Cumberland Farms	Krause	Stewarts Shops
D & D Oil	Kum & Go	Taylor Foods
Dairy Mart	Kwik Pantry	TCI
Depot	Lil Champ	Thomsons
Drivers Traveler	Lucky Stop	TOTAL
Dynamic Mart	M & H	Town&Country
Economy	Macs Stores	Trade Mart
Eddins Walcher	McClure Oil	Trade Oil
Enmark	MFA Oil	Tripair Oil
Express Stop	Mr. Cut Rate	US Oil
Family Express	Multi Serv	USCO
Farstad	NAPA	Valley Dairy
Fast Track	Novus	Weigel Store
Fauser Oil	NU-Way	Wesco
FFP	Oasis	Williams Travel
Flash Foods	O'Connor	Xtra Fuels
Food Chief	OK Petroleum	Zip Mart
Fuel Mart	Pantry	
Gas America	Petro King	
Giant	Petro Stop	
Git-n-Go	PRIDE	
Global	Pure	
Grow Mark	Qik NEZ	

Card acceptance is subject to independent owner/operator participation and subject to change without notice.



ACCEPTING SERVICE SITES

American LubeFast	Dodge BusinessLink™	Netcost Auto Glass
Big O Tires	(limited participation)	Tire Centers Inc.
Daimler/Chrysler	GM Goodwrench	Wash Depot
Diamond/Triumph	(limited participation)	...and many regional and independent locations nationwide.
Auto Glass	Harmon Glass	



FOR MORE INFORMATION,
visit our website at wexinc.com/Pennsylvania/VEK



SOUTH EASTERN SCHOOL DISTRICT

710-AR-3. DISTRICT VEHICLE, AND PERSONAL VEHICLE, TRANSPORTING STUDENT USE FORM

I agree that I have inherent responsibilities for the safe operation, care, and security of the vehicle entrusted to me. I accept those responsibilities and agree to obey all state and local traffic laws and comply with the established administrative regulations which I have read and understand. I will not use a district vehicle for personal purposes other than for commuting or *de minimis* personal use*. I will report any accidents or violations immediately to my supervisor. Further, I will operate my vehicle in a safe and courteous manner.

I understand that abiding by this agreement is a condition of my employment, and any violation will result in disciplinary action up to and including termination of my employment.

If I am a driver of my own vehicle used to transport students on district business, I agree to provide a copy of my personal vehicle insurance card, and I attest this insurance coverage is active.

Employee's Name (printed)

Vehicle Description (Year/Make/Model)

Employee's Signature

Date

*Maintenance personnel, and the Director of Buildings and Grounds, will have the Commuting Valuation Method applied to determine the amount of income subject to reporting and taxable as a fringe benefit to the employee each calendar year.

DISTRICT VAN - PRE and POST TRIP INSPECTION FORM**This form must be completed by the driver of the van.**

Name of Driver: _____ Date of Request: _____

Driver's Cell Phone Number: _____

Name of Group/School: _____

Destination(s) and Purpose of Trip: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Number of Passengers: Students _____ Adults _____ (MAXIMUM CAPACITY IS 9 PLUS DRIVER)

PLEASE COMPLETE BEFORE DEPARTURE:

Time: _____ Odometer Reading: _____ Gas Gauge Level: _____

Do a walk around the vehicle to inspect for damage. If there is damage, please describe:

Please Check the Following:

Safety Equipment (Fire Extinguisher, First Aid Kit, Bodily Fluid Kit and Seat Belt Cutter)	
Heaters/Air Conditioners	
Wipers	
Defrosters	
Horn	
Headlights	
Brake & Tail Lights	
Hazard Lights	
Tires and Wheels	
Windows and Mirrors	
Brakes	
Steering	
Cleanliness Inside	
Cleanliness Outside	
Seat Condition	

PLEASE TURN FORM OVER TO COMPLETE INFORMATION FOR RETURN TRIP.

PLEASE COMPLETE UPON RETURN:

Time: _____ Odometer Reading: _____ Gas Gauge Level: _____

Do a walk around the vehicle to inspect for damage. If there is damage, please describe:

Please Check the Following:

Safety Equipment (Fire Extinguisher, First Aid Kit, Bodily Fluid Kit and Seat Belt Cutter)	
Heaters/Air Conditioners	
Wipers	
Defrosters	
Horn	
Headlights	
Brake & Tail Lights	
Hazard Lights	
Tires and Wheels	
Windows and Mirrors	
Brakes	
Steering	
Cleanliness Inside	
Cleanliness Outside	
Seat Condition	

REMINDERS:

- Please remind passengers to take anything they brought on the trip with them when they leave.
- Please be sure the gas tank is full when you return it.