

**Russell Independent Schools
District Owned Van
Use Policy**

1. Requests to use district owned vans can be found in the office of each building and must be delivered to the request box at the Transportation Department (Bus Garage) for scheduling.
2. All drivers of district owned vans are required to undergo Motor Vehicle Records checks and enter the pool for random drug screening.
3. Approved drivers must obtain a copy of the Van Use Policy before acquiring keys to vans prior to every use.
4. Drivers of district owned vans will observe all traffic laws, including speed limits. A driver who receives a citation of any type while operating a district owned van may be removed from the approved driver list.
5. District owned vans will be returned to the Transportation Department in the same condition which they were issued. Nothing should be left in district owned vans when returned to the Transportation Department.
6. The inside of district owned vans will consistently be maintained in the same condition which the van was issued.
7. If, at any point during the operation of district owned vans, there is a mechanical problem, sponsors should immediately contact the Transportation Department. Emergency Numbers are located in the “glove box” located directly in front of the passenger seat.
8. If, at any point during the operation of district owned vans, there is an accident, sponsors should immediately contact the Transportation Department. Emergency Numbers are located in the “glove box” located directly in front of the passenger seat.
9. Fuel for district owned vans will be supplied with the use of district owned gas cards. The appropriate sponsor or group will be billed for the fuel. Gas cards will be supplied as needed by the Transportation Department.
10. Only drivers from the approved driver list are permitted in the driver seat of district owned vans.
11. At no time should anyone not listed on the approved driver list possess keys to district owned vans.
12. No persons should be inside a district owned van during fueling.
13. All occupants will wear seatbelts, at all times, while district owned vans are in motion.
14. Failure by any group or individual to adhere to policy may result in the removal of the affiliated drivers and sponsors from the approved driver list.