



So You Want To Use A District Vehicle

BUS GARAGE & TRANSPORTATION OFFICE

- **Located** at 810 NE 8th Ave, Grand Rapids
- **Office Hours:** Monday through Friday,
6:00 A.M. to 5:00 P.M. Student Days
7:00 A.M. to 3:30 P.M. Non-Student Days
- **Phone:** 327-5830 (Ext. 45830)
- **Staff:** Greig Olson, Director [golson@isd318.org]
Kristin Wochnick, Secretary [kwochnick@isd318.org]
Kaylee Forster, Routing Specialist [318routing@isd318.org]
Bill Helmuth, Shop Foreman [whelmuth@isd318.org]
Mechanics— John Card, Jason Milroy, Richard Herrick

RESERVING SUBURBAN/BUS

- **Request for Transportation forms** (also known as Charters) are accessed on the district web site. All requests require principal/supervisor's signature and must be received at Transportation seven working days prior to the day of the trip.
- **Vehicles** are only reserved upon receipt of the completed Request for Transportation form.
- **Maximum capacities:**
 - ◆ Suburban, 9 people (including driver)
 - ◆ Buses, KG TN through Gr. 4 maximum 77 students and Gr. 5 through 12 maximum 51 passengers
- **Confirmation of your request** is routed back to the school/building.
- **Immediately notify Transportation** of any changes and/or cancellations.

USING DISTRICT VEHICLE

- **Only drivers with approved** "Motor Vehicle Driver Record Background Check" (DRC) form on file are permitted to driver a district vehicle.
- **Vehicle keys must be picked up early** when vehicle is scheduled to depart before or after office hours.
- **Insurance cards** are provided in vehicle glove box.
- **Emergency telephone contact list** is provided to each vehicle in case of a breakdown.
- **Accidents, moving and/or parking violations** while using a district vehicle should be reported to the Transport Director.

RETURNING VEHICLE

- **Prompt return of district vehicles** is critical in order to allow the Transportation Department to best serve all users.
- **Please conduct a diligent search** of all vehicles at the conclusion of use.
- **Remove all belongings**— checking all areas, under seats.
- **Remove all trash**— leave the vehicle in same condition as when it was claimed.
- **Vehicles are to be returned** to the area they were picked up from.
- **Please do not park** in such a manner as to block any other vehicle. Other vehicles may be scheduled to leave on a trip prior to Bus Garage personnel's return.
- **Before you exit the vehicle:**
 - ◆ record odometer reading on Req. for Transportation form
 - ◆ leave completed Daily Pre-trip form(s) on clipboard
 - ◆ secure credit card and/or credit card receipts to clipboard
 - ◆ clip vehicle key ring on clipboard
 - ◆ place clipboard in the center console
- **Lock all vehicle doors**

TYPE III VEHICLE TRAINING
[SUBURBANS TRANSPORTING STUDENTS]

All drivers transporting students MUST be district employees and are required to complete the Type III Vehicle training PRIOR to picking up a vehicle.

*This is an ANNUAL training requirement.
Process and forms on Transportation Web Page*

***FEES FOR USE OF DISTRICT VEHICLES
2018-19***

Suburban 70¢/mile (includes fuel)
Bus..... \$1.00/mile + Bus Driver Cost
(see below)

Bus Driver Cost

\$20.00 + Benefits = \$23.56/hr