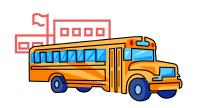
ISD 318 TRANSPORTATION DEPARTMENT

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, KGTN 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.

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

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

FEES FOR USE OF DISTRICT VEHICLES 2018-19

Bus Driver Cost

20.00 + Benefits = 23.56/hr