

Request Form to Use a Board Vehicle

Corbin Independent Schools

The Board recognizes the importance in providing a vehicle to be used for transporting a small group of students or staff members to participate in school related activities. This privilege is provided under the following conditions:

- A. **Submit Request** – Complete the information on this form and return to Joshua Vannorstran, Transportation Department by fax [523-1747], e-mail josh.vannorstran@corbin.kyschools.us or in person. Your questions will be addressed by Josh at 215-4674. You will receive notification if vehicle is available for use.
- B. **Trip Use Restriction** – The use of the vehicle is restricted for use in travel to and from a school related function. It is not for personal use.
- C. **Transporting Students** – The following conditions are required when transporting students:
 - a. **Seatbelts** – All passengers **shall wear a seatbelt**.
 - b. **Driver** – The driver of the vehicle **shall be a current school employee** and hold a valid driver license.
 - c. **Sign** – A sign on the rear of the vehicle shall be in place identifying that “**students**” are being transported.
 - d. **Maximum Students** – State regulations restrict the number of students to be transported in a van to six [6] and each passenger is required to wear a seatbelt.
- D. **Vehicle Inspection** – At the end of trip the vehicle **shall be inspected** by the driver/sponsor and **left in a clean condition**. Let us follow the Boy Scout rule: *“Leave the site as clean or cleaner as when you arrived.”*
- E. **Vehicle Problem** – Notify Joshua VanNorstran - josh.vannorstran@corbin.kyschools.us or 215-4674 when a problem occurs with the vehicle.
- F. **Keys** – Pick up keys from Josh VanNorstran and return keys to Josh VanNorstran. **Do not lock keys inside the vehicle!**
- G. **Prohibited** – The use of tobacco products, alcohol, and drugs are prohibited.

The driver and sponsor of the trip understand and observe the above conditions in the use of a Board vehicle. It is also understood that **failure to meet** the above requirements will result in a **loss of the use privilege**. Upon the return of the vehicle a central office employee will inspect the condition of the vehicle.

<p>Group Name: <input style="width: 200px; height: 20px;" type="text"/></p> <hr/> <p>Date of Trip: <input style="width: 200px; height: 20px;" type="text"/></p> <hr/> <p>Destination: <input style="width: 200px; height: 20px;" type="text"/></p> <hr/> <p>Departure Time: <input style="width: 200px; height: 20px;" type="text"/></p> <hr/> <p>Gas Card Needed: <input style="width: 40px; height: 20px;" type="checkbox"/> Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No</p> <hr/> <p style="text-align: center;"><input style="width: 150px; height: 25px;" type="text"/></p> <hr/> <p style="text-align: center;">Signature of Trip Sponsor</p>	<p>School: <input style="width: 200px; height: 20px;" type="text"/></p> <hr/> <p>Purpose: <input style="width: 200px; height: 20px;" type="text"/></p> <hr/> <p>Number of Students/Group: <input style="width: 200px; height: 20px;" type="text"/></p> <hr/> <p>Return Time: <input style="width: 200px; height: 20px;" type="text"/></p> <hr/> <p>Date Trip Requested: <input style="width: 200px; height: 20px;" type="text"/></p> <hr/> <p style="text-align: center;"><input style="width: 150px; height: 25px;" type="text"/></p> <hr/> <p style="text-align: center;">Date Signed</p>
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The Principal/Supervisor has granted prior approval for the trip.

Approved BY SUPERINTENDENT’S Designee: _____ Date: _____

Josh VanNorstran