

Request Form to Use a Board Vehicle

Corbin Independent Schools

August 2013

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 Rhonda Gabbard, Central Office by fax [523-1747], e-mail rhonda.gabbard@corbin.kyschools.us or in person. Your questions will be addressed by Rhonda at 528-1303. 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 Ramona Davis ramona.davis@corbin.kyschools.us or 528-1303 when a problem occurs with the vehicle.
- F. **Keys** – Pick up keys at Central Office and return keys to Central Office. **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.

Group Name: _____

School: _____

Date of Trip: _____

Purpose: _____

Destination: _____

Number of Students/Group: _____

Departure Time: _____

Return Time: _____

Gas Card Needed: Yes No

Date Trip Requested: _____

Signature of Trip Sponsor

Date Signed

The Principal/Supervisor has granted prior approval for the trip.

Approved by Superintendent/Designee: _____

Date: _____

**If you use a gas card at
any time make sure to
write mileage and your
name on the gas receipt at
time of fill up and return to
Donna Bowling at the
Board.**

**Always return vehicle with
a full tank of gas please.**