

# Request Form to Use a Board Vehicle

Corbin Independent Schools

January 2017

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](mailto: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](mailto: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.

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: \_\_\_\_\_