

Request Form to Use a Board Vehicle

Corbin Independent Schools

The Board recognizes the importance of 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 it to Cristie Johnson, by fax [523-1747], e-mail cristie.johnson@corbin.kyschools.us or in person. Your questions will be addressed by Cristie at 528-1303. You will receive a notification if the vehicle is available for use.
- B. **Trip Use Restriction** – 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's 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 the 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 Cristie Johnson - cristie.johnson@corbin.kyschools.us or 528-1303 when a problem occurs with the vehicle.
- F. **Keys** – Pick up keys from Cristie Johnson and return keys to Cristie Johnson. **Do not lock keys inside the vehicle!**
- G. **Prohibited** – The use of tobacco products, alcohol, and drugs is 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.

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|---|---------------------------------|
| Group Name: _____ | School: _____ |
| Date of Trip: _____ | Purpose: _____ |
| Destination: _____ | Number of Students/Group: _____ |
| Departure Time: _____ | Return Time: _____ |
| Gas Card Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No | Date Trip Requested: _____ |

Signature of Trip Sponsor

Date Signed

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

Approved BY SUPERINTENDENT’S Designee: _____ Date: _____
Cristie Johnson