Van Procedures

Classroom Field Trip, Student Day Trip, Student Outings, any time transporting students: (preferably 1 week in advance)

A: Notify your Director of your intent to request usage of the van.

1. Your Director will approve/deny the field trip notification.
2. After approval advise both Gretchen and Craig of your intent to use the van with date, times and destination to make sure the van is available.

B. On day of field trip:

1. Go to ACESC campus to Building 2 (Admin bldg.)
2. Van keys are located in the gray cabinet in Gretchen's office- hanging on door. Keys are marked for the white van.
3. Sign out the van keys - there is a sign out sheet hanging on door where keys are located.

C: Departure: if transporting students: follow procedures in handbook and those listed below:

1. Complete inspection checklist.
2. Put student transportation sign on roof.
3. Put railroad magnet on back of white van.

D. **Return**

1. Remove school transportation sign and railroad sign from white van (put in van).
2. Return keys to Gretchen's office.
3. Sign van back in on sheet.

Staff Short Term Use (lunch runs, school/ classroom visits, errands, etc)

1. Check to ensure van is available.
2. Keys: located in Gretchen's office.
3. Sign out van on sign out sheet.
4. Return keys to Gretchen's office upon return.
5. Sign van back in on sheet.

Out-of-State Field Trips

Notify your supervisor well in advance.

These trips must be Board approved in advance.