



School Vehicle Use Expectations TD 2025

Summerville Union High School District has school vehicles for transportation needs of smaller groups and activities.

- Our suburban/van vehicles can transport 7 passengers along with a driver.
- Buses can transport up to 52 passengers comfortably.
- Complete the digital transportation request form and send it to the appropriate administration/ transportation for approval and scheduling.
- Requests should be made at least 72 hours prior to use.
- ALL Drivers should have completed the JPA transportation paperwork and be cleared by the district & transportation offices.

Keys will be available for pick up at the bus shop during business hours (8:00 am-1:30 pm).

- You must sign out/make arrangements for a key with a transportation employee.
- The individuals that sign out keys are responsible for the key, fob and vehicle.

Expectations for care and maintenance of the vehicle until the group returns it to the transportation department.

- ☐ All items, including trash and personal items should be removed from the vehicle.
- ☐ Windows should be rolled up, doors should be locked and secured.
- ☐ Keys should be returned to the drop box on the bus barn immediately after use.
- Driver **MUST** fill out the end miles for each trip (clipboard is in the vehicle)
- Driver **MUST** take a visual inspection of vehicle before transporting students

Drivers must follow rules, state laws and district policies apply.

- No cell phone use or texting while driving.
- Absolutely no substance use. (Alcohol, smoking, vaping, etc.)
- Vehicles are not to be used for personal use. To/from events and school only.
- Only school approved individuals and students are permitted to ride in school vehicles. (No family members, children.)

All drivers **MUST** be cleared from District Office and checked through Transportation Dept