



## School Vehicle Use Expectations

Summerville Union High School district has school vehicles for transportation needs for 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 a transportation request from website and email to appropriate administration and transportation for approval and scheduling.
- Requests should be made at least 72 hours prior to use.
- Vehicles are available on a first come, first serve basis.
- 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 barn during business hours (8am-1:30pm).

- You must sign out, inspect and make arrangements for a key with a transportation employee at bus office
- The individual that signs out keys are responsible for the key, fob and vehicle.

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

- When signing out be sure to use half sheet to perform a walk around inspection
- 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 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 event and school only.
- Only school approved individuals and students are permitted to ride in school vehicles.