

_____/_____
Van No. *Car No. **USD 308** _____
Hutchinson Public Schools Name

TRIP LOG FOR DISTRICT VEHICLES

(Please have this sheet with you when checking out or returning van.)

Date Desired _____ Trip To _____
Sponsor and/or school _____ Driver _____
Description of Activity _____
Number to be transported: _____ Authorized By _____
Signature
Time to be picked up _____ Time to be returned _____

(All blanks above the dotted line should be filled out when making request for van)

Leave _____ Time _____ a.m. Returned _____ Time _____ a.m.
Date p.m. Date p.m.

Credit Cards

No. Issued _____
No. Returned _____
2. Ending Mileage _____
1. Beginning Mileage _____
3. Total Mileage _____

Print Name _____ Signature of Driver _____

Please List below Any Expenses incurred and Attach Copies of Sales Slips or Receipts

COMPANY	DESCRIPTION	QUANTITY	AMOUNT
USD 308	Gasoline		

Line Item to Be Charged: _____

REMARKS:

_____/_____
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(NOTE: Report any accidents or major breakdowns immediately to 620-615-5575)

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GUIDELINES FOR USAGE OF DISTRICT VEHICLES

(Van - 7 Passengers Plus Driver)

(Mini Bus - 14 Passengers Plus Driver)

* District Cars are for Staff Only - No Students

1. All Vehicles to be scheduled through the: Vehicle Coordinator
HHS - Activity Director
HMS 7 - Assistant Principal
HMS 8 - Assistant Principal
2. Vehicles to allocated on a need and distance basis. Early requesting will not guarantee assignment.
3. Vehicles are to be fully gassed and interior cleaned out by persons using vans prior to checking in.
4. Maintenance such as oil changes, grease, etc. will be handled by the Maintenance.
5. A trip report will be filed and the keys, the credit cards, the charge tickets, etc., returned when the vehicle is checked in.
6. Any employee of USD 308 holding a current drivers license will be permitted to operate the vehicle.
7. The person checking in a vehicle is responsible for interior cleaning of vehicle. Remove all papers and personal items. Trash cans for disposing of trash are located by the gas pumps at the Administration Center.
8. The operator of the vehicle shall report any accidents or mechanical problems as soon as possible and if necessary fill out appropriate paperwork.
9. The paperwork, vehicle, keys and credit cards can be picked up at the appropriate vehicle scheduling office as close to departure time as possible.
10. Vehicles should be parked behind the Administration Center in the parking lot on the East side of the building or as directed. Vehicles are not to be taken home and parked.
11. At no time should the passengers exceed the limits set above for any vehicle.
12. All passengers are required to wear seatbelts when vehicle is moving.
13. No Cell phones will be used while driving a USD 308 vehicle.
14. Under no circumstance may vehicles be used for personal use.

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