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# VEHICLE SCHEDULING PROCEDURE (TRS-P009)

WENATCHEE SCHOOL DISTRICT

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## 1.0 SCOPE:

- 1.1 This procedure describes how vehicles are reserved and staff usage responsibility for vehicle reservations under the guidance and oversight of the Athletic and Transportation Departments.

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

## 2.0 RESPONSIBILITY:

- 2.1 Transportation Director

## 3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer

## 4.0 DEFINITIONS:

- 4.1 POV –privately owned vehicle

## 5.0 PROCEDURE:

- 5.1 Booking policies: IAW Board policies for appropriate use

- 5.1.1 Athletics has reservation priority over the following vehicles:

- 5.1.1.1 #95 -1999 Chevrolet Suburban (Blue), 8 total passengers

- 5.1.1.2 #96 -1999 Chevrolet Suburban (Tan), 8 total passengers

- 5.1.1.3 #97 -1999 Chevrolet Suburban (Gray), 8 total passengers

- 5.1.1.4 #101 -2001 Ford Explorer (Green), 5 total passengers

- 5.1.2 The vehicle assigned to the Superintendent has reservation restrictions.

- 5.1.2.1 #100 -2004 Chevrolet Trailblazer (Silver) 5 total passengers

- 5.1.2.2 The Superintendent has priority use under all circumstances. If not in use by the Superintendent, this vehicle is available for any other administrative use only.

- 5.1.3 The following options are available to staff if all vehicles are scheduled for use:

- 5.1.3.1 POV reimbursement –initiated on travel request for out of district travel.

- 5.1.3.2 Rental – Rental options are based on “best fare” availability. Passenger rental vans over 8 total seat capacity are illegal for student transport use. If all the School District vehicles are scheduled for the date requested the Athletic department or Transportation department will secure any rental equipment required.

- 5.1.4 Student Transport

- 5.1.4.1 Students who are transported in district vehicles must meet the guidelines outlined in form DW-14-02 Wenatchee School District Driver Training and Responsibility.

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5.1.4.2 Privately Owned Vehicles are allowed for student transport by the parent or guardian.

5.1.4.3 Parents and students (students who are legally licensed) may transport other students to district sponsored activities in privately owned vehicles if the following paperwork is completed, signed, on-file with the responsible administrator.

5.1.4.3.1 Departure From Group Form –Used only for parents transporting students for any activity outside of district, as a “one-time single event” occurrence.

5.1.4.3.2 Permission To Drive Form –Used for daily transport of off-campus practice by parents or students. Seasonal approval is required.

### 5.2 Vehicle Scheduling Requirements-Athletics

5.2.1 Notification –All athletic schedule reservations will be conducted by the Athletic office.

5.2.1.1 Master Verification List: The following requirements must be recorded annually and on-file in the athletic office and a current list of approved names provided to transportation.

- a. First Aid Card
- b. Proof of Insurance
- c. Drivers License
- d. Transportation Responsibility Form

### 5.3 Vehicle Scheduling Requirements –Transportation

5.3.1 Notification –[District Travel Request](#)

5.3.2 Travel request signed and with budget code

5.3.3 Valid driver's license and proof of insurance

5.3.4 Student Transport requires Master Verification List requirements

5.4 Reservation Scheduling: On-line vehicle scheduling is hosted on (<http://tech.wsd.wednet.edu:8000>). The following information will be submitted by Transportation or Athletic staff when reserving a vehicle into the system.

5.4.1 Who is driving

5.4.2 Where the vehicle destination is

5.4.3 Time (est. vehicle pickup and return)

5.4.4 Number of staff/students transported

5.4.5 Vehicle availability

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5.4.6 Any applicable notes in the notes section

5.5 Priorities for vehicle use.

5.5.1 Vehicles may be scheduled up to 9 months in advance.

5.5.2 Once a vehicle is scheduled, it is considered "reserved".

5.5.3 If a higher priority group displaces the current reservation, it must be completed with 5 working days prior to the scheduled departure date of the original reservation then the scheduler must contact the original reservation holder.

5.6 Vehicle Return Responsibilities: When a vehicle is turned in, the driver responsible for the vehicle operation must complete the following:

5.6.1 Mileage card –Completed and signed

5.6.2 Keys, gas card, credit card –All items accounted, lost cards reported immediately in returned paperwork with a report of loss.

5.6.3 Vehicle cleaned

5.3.3.1 Garbage removed from vehicle

5.3.3.2 Personal Items removed

5.3.3.3 Spills cleaned up within available means

5.6.4 Vehicle fueled up.

### 6.0 ASSOCIATED DOCUMENTS:

6.1 DW-14-02 [Driver Training and Responsibility For Transporting Students](#)

6.2 TRS-F002 Departure From Group Form

6.3 TRS-F003 Permission To Drive Form

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A				

### 8.0 REVISION HISTORY:

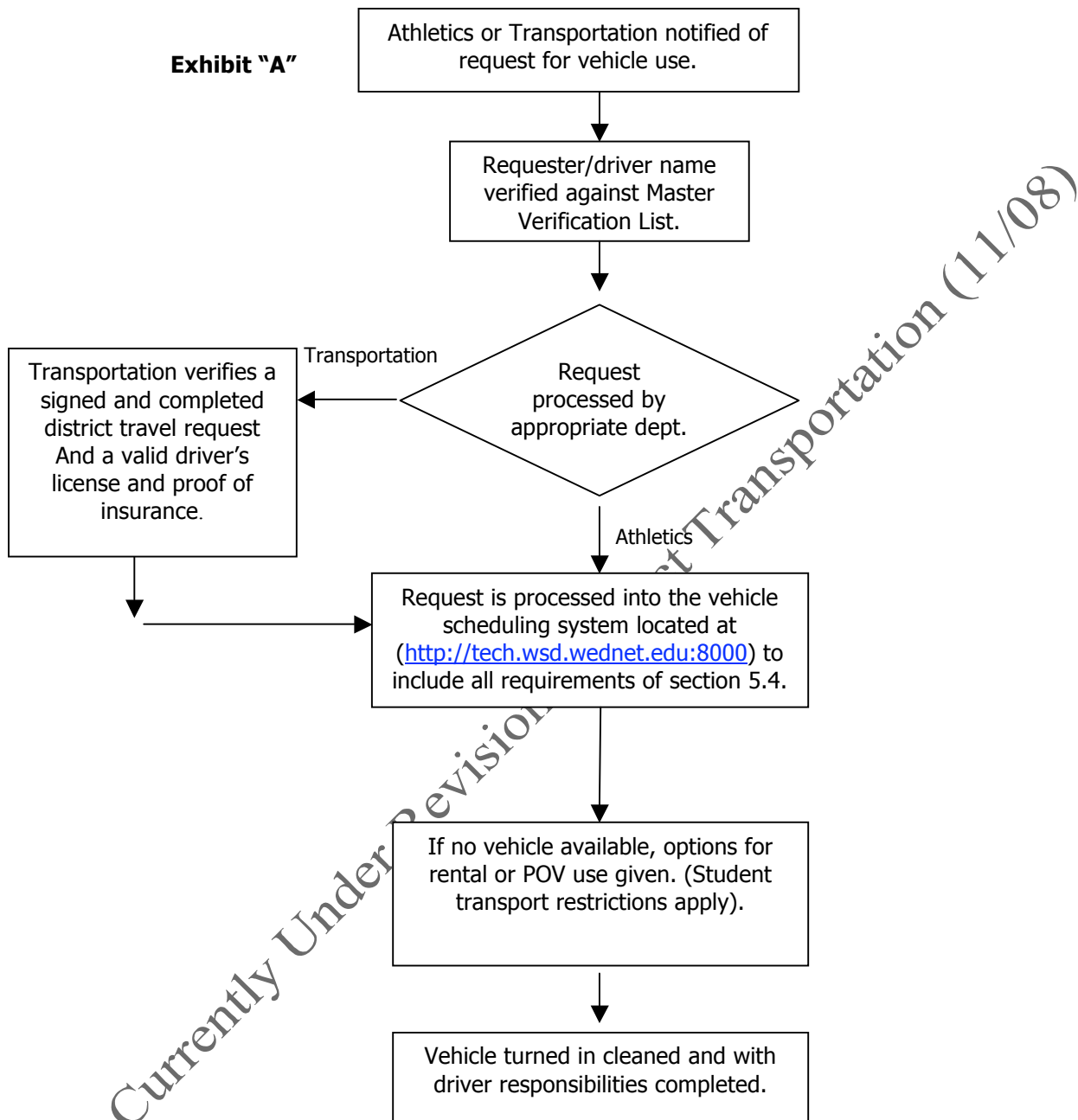
<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
27-Nov-07	A	Original Release

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**\*\* End of procedure \*\***