



VEHICLE / BUS TRANSPORTATION

All vehicles/buses will be signed up for and checked out with me. We want this all in one spot. How to sign up for a vehicle/bus:

1. Stop in the District Office
2. Fill out a Vehicle/Bus Request Form (Please fill out completely)
3. Person Requesting Vehicle
4. Today's Date
5. Grade/Class it is for
6. Destination (Attach information with complete address, Including building specifics)
7. Event Date
8. Leave Time
9. Return Time
10. Number Of Passengers
11. Is handicap vehicle needed
12. Purpose of Event
13. Phone Numbers in case of an emergency
14. What budget to post expenses too
15. This then needs to be approved by the school Principal/Superintendent
16. When I have everything that I need and it is approved I will get you signed up for a bus or a school van. I will follow up with an email.
17. On the day of the trip you can pick up the school vehicle keys in the District Office. Once you return please return them to the District Office. There will be a sign out and sign in sheet so we know who to contact if they are not returned.
18. Make sure you fill out the mileage log when you get in the van and when you get back with the van. This is IMPORTANT! MILEAGE IS IMPORTANT!
19. After your trip in a school vehicle you will need to stop at Kwik Trip in either Wabasha or Kellogg and fill the school vehicle up. We have charge accounts at both stores. Please fill vehicles all the way up. Instructions on this will be given to you when you pick up the keys. You will also need to know your employee number because this is the code/number you will use at Kwik Trip when you fill up.
20. Please hand in gas receipts to me within 48 hours labeled with the name of the trip so I know how to code it.