

Van Procedures

Classroom Field Trip, Student Day Trip, Student Outings, any time transporting students: (preferably 1 week in advance)

A: Fill Out Van Request Form: (preferably 1 week in advance)

1. Go to ACESC webpage
2. Click on van requisition form
3. Fill out form and submit it - an email will be sent for approval to admin.
4. Admin will approve/deny field trip- an email will be sent to you with approval notification.
5. Print approval email - take with you on field trip.
6. Van handbook is located on ACESC website: familiarize yourself with procedures. Print a copy if needed - a copy is located in each van.

B. On day of field trip:

1. Go to ACESC campus to Building 2 (Admin bldg.)
2. Van keys are located in the gray cabinet in Gretchen's office- hanging on door. Keys are marked for white or green van.
3. Sign out the van keys - there is a sign out sheet hanging on door where keys are located.

C: Departure: if transporting students: follow procedures in handbook and those listed below:

1. Complete inspection checklist
2. Put student transportation sign on roof.
3. Put railroad magnet on back of white van (the green van already has a permanent railroad magnet).

D. Return:

1. Remove school transportation sign and railroad sign from white van (put in van)
2. Return keys to Gretchen's office (if keeping keys overnight, indicate that on van request form and sign out sheet)
3. Sign van back in on sheet.

Staff Use for Inservices/ Conferences, Day Trips, Overnight Trips

A: Fill Out Van Request Form: (preferably 1 week in advance)

1. Go to ACESC webpage
2. Click on van requisition form
3. Fill out form and submit it- an email will be sent for approval to admin.
4. Admin will approve/deny field trip- an email will be sent to you with approval notification.
5. Print approval email - take with you on field trip.
6. Van handbook is located on ACESC website: familiarize yourself with procedures. Print a copy if needed - a copy is located in each van.

B. Departure: On day of field trip or day before if leaving before 8am:

1. Go to ACESC campus to Building 2 (Admin bldg.)
2. Van keys are located in the gray cabinet in Gretchen's office - hanging on door. Keys are marked for white or green van.
3. Sign out the van keys - there is a sign out sheet hanging on door where keys are located.

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C. Return

1. Return keys to Gretchen's office (if keeping keys overnight, indicate that on van request form and sign out sheet)
2. Sign van back in on sheet.

Staff Short Term Use (lunch runs, school/ classroom visits, errands, etc)

1. Check to ensure van is available: (Amy Eickholt, Gretchen Holdgreve, Amy Mauk, Kim Nellis) have access to calendar.
2. Keys: located in Gretchen's office. They are marked for white or green van.
3. Sign out van on sign out sheet.
4. Return to keys to Gretchen's office upon return: sign van back in on sheet.
**if you plan to have the keys overnight- you must fill out a van request form and indicate this on the request form.