Fowlerville Community Schools Transportation Department School Vehicle Rules/Driver Registration Form

- 1. All drivers must be pre-approved by Central Office annually prior to using a school vehicle. Read this form carefully, provide your drivers license number, sign it at the bottom, and send the completed form to the assistant superintendent.
- 2. The legal seating capacity of our vehicles is:
 - A. Dodge Caravan 6 passengers plus the driver
 - B. Chevy Utility Van 7 passengers plus the driver
- 3. When transporting students, drivers must have a Designated Driver Form completed by the parent/guardian of each student to be transported.
- 4. All passengers and the driver <u>must</u> wear a seat belt.
- 5. Students shall not be left unsupervised in the vehicles at any time.
- 6. Vehicle Request Forms need to be filled out completely, with the exception of Athletics. The Athletic Director will schedule those.
- 7. Any damage found will be charged to the program or person that last used the vehicle. No cleats or spikes allowed to be worn in the vehicle.
- 8. Keys for the vehicles must be picked up at the Transportation office during normal business hours.
- 9. Vehicle use for field trips is limited to a radius of 50 miles, unless prior approval has been obtained from the Superintendent of Schools or his/her designee.
- 10. A driver license record check is required. A driver with more than six points or a D.U.I. on their record will not be allowed to drive a school vehicle. Students shall not drive school vehicles.
- 11. A traffic violation while operating a school vehicle may result in the loss of school vehicle use privileges.
- 12. A police report is required for all accidents. The Transportation office needs to be notified as soon as possible.
- 13. Any change of status regarding your drivers license/record must be reported to the Transportation office.
- 14. It is the driver's responsibility to:
 - Check the vehicle before and after a trip and note any problems
 - Pick up and drop off the vehicle at the time requested
 - Close all windows and doors
 - Return the vehicle clean. If transportation staff needs to clean the vehicle, the users program will be billed an additional \$25.00

I have read and agree to abide by all of the above conditions for the use of a school vehicle. I will provide a copy of my driver's license to the assistant superintendent along with this form. By signing this form I hereby give, Fowlerville Community Schools, permission to verify my driving record with the Michigan State Police.

Name:		
Print	Signature	
Building/Program:	Date:	