Cedar Grove-Belgium Area School District
Van Request Form

Form must be completed 5 days in advance

Van Request:

- ❏ Granite Mini Van (seats 7)
- ❏ White Transportation Van (seats 8)
- ❏ White Mini-Van -Not available during school hours (seats 7)

Name:_____

Class/Club/Organization_____

Date & Time needed:___/____/___ ____:____ am/pm

Date & Time returning: ____/____/____ ____:____ am/pm

Destination:_____

Number of people riding in each vehicle_____

_____ _____

Building Principal or Athletic Director signature Date

- ❏ **Valid Driver's License** (Attach Photocopy)
- ❏ **Background Check Verified**

***Vehicle will be available for pick up at the maintenance shed. Keys will be in the vehicle unless prior arrangements have been made.**

Please contact Ben Lukens if you need to cancel or alter prior arrangements
Vehicles MUST be cleaned of trash before return.
Please return vehicle to appropriate stall in maintenance shed.

Board Policy
8605 - **USE OF ELECTRONIC WIRELESS COMMUNICATION DEVICES BY DISTRICT EMPLOYEES WHO OPERATE BOARD-OWNED OR OPERATED VEHICLES**

Personal communication devices ("PCDs"), including PCDs equipped with ear pieces, earbuds, headsets, and/or Bluetooth, shall not be used for sending or receiving text messages, or sending or receiving emails or any other data, anytime the operator is actively driving a District school bus or other Board-owned vehicle during the course of employment, with or without students on board.

For purposes of this policy, electronic PCDs include, but are not limited to, cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberries/Smartphones, any text-messaging device, and other WI-FI-enabled or broadband access devices, including computers.

Safety is always the priority while driving a school bus or other vehicle in the course of employment. Any deviation to the above policy may result in disciplinary action as set forth in Board policy, including termination from employment.

I have read and agree to the above_____ Date_____