

Rondout Valley Central School District Van Use

Sign up for Van Use must be at least two weeks prior to your trip date.

Today's Date	Person Requesting Van:						
Date of Van Use	Destination						
Pick-up time	Return time						
Transporting Students: Yes or No (If you are transporting students, please send paperwork to the Executive Director of Curriculum & Instruction for Signature)							
# Students	# Adults						
Maximum number of people in the van is NOT to exceed (7) seven.							
<p>Instructions for Van Use</p> <ol style="list-style-type: none"> 1. Driver's must fill out DMV – Driver Record Information form and provide copy of Driver's license to be approved in the D.O. -Transportation Dept. Approval must be done each school year. <div style="display: flex; justify-content: space-around; align-items: flex-end; margin-top: 10px;"> <div style="text-align: center;"> _____ Building & Grounds Department Signature </div> <div style="text-align: center;"> DMV </div> <div style="text-align: center;"> <input type="checkbox"/> A </div> <div style="text-align: center;"> <input type="checkbox"/> NA </div> </div> <ol style="list-style-type: none"> 2. Pick up keys and Trip info clipboard from Buildings & Grounds Office. 3. Fill out DOT-Drivers Daily Report at the begin and end of the trip. (Be sure to sign the form) 4. At the end of your trip return Vehicle to designated area. 5. Return Keys and Clipboard to Buildings & Grounds office. 							
<p>Trip Information:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">___ Curriculum</td> <td style="width: 33%;">___ Athletic</td> <td style="width: 33%;">___ Club(billable)</td> </tr> <tr> <td>___ Conference</td> <td>___ Other (details) _____</td> <td></td> </tr> </table>		___ Curriculum	___ Athletic	___ Club(billable)	___ Conference	___ Other (details) _____	
___ Curriculum	___ Athletic	___ Club(billable)					
___ Conference	___ Other (details) _____						
_____ Driver's Signature	_____ Executive Director of Curriculum & Instruction						
_____ Administrator or Principal Signature	_____ Bldg	_____ Date					
Mileage start _____	Mileage end _____	TOTAL Miles _____					
TOTAL COST _____							