

## **Business and Noninstructional Operations**

### **Transportation Requests**

Sedan type vehicles belonging to the Calaveras Unified School District will be assigned by the Superintendent.

All vehicles will be parked in the Maintenance/Transportation Yard at the close of the day.

Use of sedans, buses, etc., for educational purposes will be only upon an approved transportation request. This request will set forth the requirement and destination and who will be the responsible Calaveras Unified School district adult employee in the vehicle. It will also set forth the allotment to which the charge for the vehicle is to be made.

All transportation requests must be in the Business Office NO LATER THAN FIVE working days preceding the needed date. The request will be approved by the principal of the building or the supervisor before submission and then forwarded to the Transportation Department which will set up necessary schedules. When this is completed it will be initialed and the Pink copy will be sent to the requestor and the Yellow copy will be returned to the business office.

If someone other than a bus driver is to drive the vehicle, he will check the vehicle out at the transportation department at the time scheduled for departure. He will be given a trip ticket which will show the speedometer reading at the time of departure. If a credit card is required it will be issued at that time and so noted on the trip ticket. Upon return the trip ticket will be completed by the driver or person in charge and include number of miles traveled, number of persons hauled, remarks, if any regarding operation of the vehicle. If gasoline has been purchased on the trip the receipt will be attached to the trip ticket. Trip ticket, credit card and keys will be turned into the transportation department along with the vehicle.

All traffic citations resulting from violations of laws will be the financial responsibility of the driver. Traffic citations resulting from faulty equipment will be the responsibility of the Calaveras Unified School District.