



*Taking a trip with  
a small group of  
students?*

*Thinking of  
renting a van?*

## VAN RENTAL PROCEDURE

**NOTE:** ONLY VEHICLES FOR NINE (9) PASSENGERS OR LESS (INCLUDING THE DRIVER) ARE ALLOWED.

CALL THE OFFICE OF BUSINESS AND FINANCE AT 570-3030 TO BEGIN NECESSARY PAPERWORK AND FOR HINTS IN WORKING THROUGH THIS PROCESS.

MAKE **CALLS** TO VARIOUS VENDORS FOR PRICE COMPARISON AND AVAILABILITY.

CALL LINDA TRUE OR JOSH TRUE AT THE TRANSPORTATION OFFICE TO SCHEDULE A TIME TO HAVE THE VEHICLE INSPECTED.

**BRING** THE VEHICLE AND THE Application and Inventory Form for Non-School Vehicles, (included in this packet) TO THE BUS GARAGE AT THE TIME OF INSPECTION. THIS FORM MUST BE **COMPLETED AND SIGNED** BY QUALIFIED DISTRICT TRANSPORTATION PERSONNEL.

THE COMPLETED Application and Inventory Form for Non-School Vehicles FORM MUST THEN BE **DELIVERED** TO Lori Hunley IN THE BUSINESS AND FINANCE OFFICE.

**IMPORTANT: These requirements must be met before you can leave on your trip.**

- 1) Vehicle inspected by qualified District Transportation Personnel – signature verification required.
- 2) Vehicle placed on fleet insurance coverage – (signature verification required) and proof of insurance placed in vehicle.
- 3) Application and Inventory signed by Superintendent or designee.
- 4) Proper signage posted on vehicle.