

# Illini West High School District #307

## BUS USE PROCEDURE

IWHS District has leased two yellow school buses and two activity buses to provide transportation for our students. This gives us added options for all transportation situations and necessitates some changes/additions in procedures regarding transportation. Groups of 14 passengers or less will use one of the IWHS activity buses (subject to availability). The sponsor/coach of the group will be required to drive the vehicle for the event. Before a staff member drives an activity bus, a copy of his/her driver's license must be filed with the District Office for insurance purposes. (District insurance covers authorized drivers when operating one of the school activity buses.) Non-school persons are not at this time permitted to drive the student activity buses.

Arranging transportation for sporting events will be the responsibility of the Activities Director through the Transportation Director. All other events should be handled as follows:

1. Complete a Field Trip/Transportation Request form as posted on the District web site. Please note that we will use one form only. The Transportation Director will then determine which transportation option is appropriate for the situation and complete the "Office Use Only" portion of the form.
2. If the activity is assigned an activity bus, the sponsor/coach will be notified by the Transportation Director, indicating which activity bus to use for the trip.
3. Keys for the vehicle should be obtained from the high school transportation office. (Please plan ahead if you need to get the keys for a weekend trip.) A lock box is located in the mail room to return keys and trip sheets during after/before business hours.
4. A School Bus Driver's Pre-Trip Inspection Form must be completed immediately prior to each trip. (This form is available on the District web-site. Blank copies should be available in each vehicle as well.) Upon completion of the trip, the Inspection Form must be turned in to the Transportation Director within 48 hours.
5. Sufficient time for fueling the vehicle for your trip should be planned in your schedule. If fuel is needed in the vehicle, it should be purchased at the FS Station located west of Carthage on Highway 136 or at Law's Gas Station just south of the four way stop. A credit card for charging the fuel should be obtained from the high school transportation office. Please mark the activity bus number on the receipt. The card and receipt, along with the keys to the vehicle, should be turned in to the Transportation Director as soon as possible after returning from the trip.
6. If the trip will require more than a tank of fuel, a Visa credit card should be obtained from the District Office for additional fuel purchases. This card and receipt(s), indicating mileage at time of fueling, should be returned to the District Office as soon as possible after returning from the trip.
7. Any questions you might have or problems with a vehicle should be reported ASAP to the Transportation Director.