

Akron Public Schools
OFFICE OF CAREER EDUCATION
BULLETIN 6 : Request for Van Use



- Only APS Employees may use the vans.
- To reserve a Career Education van, please call 330-761-3131.
- A ***Request for Permission to Take a Field Trip form*** (available in your building office) **MUST** be submitted, through your building principal, **THREE WEEKS** prior to the field trip.
- A *Career Education Van Checklist and Rules* will be given to you when you pick up the keys and **MUST** be completed and *presented the day you drop off the van keys*.
- **IMPORTANT:** If you are transporting students, you **MUST** have the proper qualifications for van drivers; i.e., individuals who drive student transportation vans must:
 1. Be at least 18 years of age, with a valid driver's license.
 2. Provide proof of insurance.
 3. Complete a four-hour training program (a set program with questions and application submitted to a regional pre-service instructor for review). A certificate confirming completion will be forwarded to the sponsoring agency for signature.
 4. Obtain a driver BCI background check
 5. Get an annual driver physical/audiogram (School Van Driver Medical Form found in Office of Career Education).
 6. Obtain an annual driver motor vehicle abstract

VANS

1. Career Education vans are stored at the Transportation Department (500/550 East North Street).
2. **THE VAN IS EXPECTED TO BE CLEANED, INSIDE, AFTER EACH TRIP.**
3. Van keys are kept in the Office of Career Education, Room 210, Ott SDC.
4. Keys must be picked up during office hours (7:30 a.m.) the *MORNING OF* or 5:00 p.m. *THE NIGHT BEFORE* van use.
5. Keys must be returned to Room 210, Ott SDC, **BEFORE 5:00 p.m.**, on the day of use or on the morning (7:30 a.m.) of the next regular business day after use.
6. Pick-up and return times for vans are:

A. 6:00 a.m. to 11:00 p.m. - When school is in session	C. Weekends – No pick-ups or returns
B. 6:00 a.m. to 6:00 p.m. - Summer hours	D. Schools/Offices Closed - No pick-ups or returns
7. Passengers:
 - A. A maximum of six (6) passengers in addition to the driver (seven passenger vans)
 - B. All passengers **MUST** have access to and wear seat belts and shoulder straps.
 - C. No food or drink in the vans
 - D. Student Code of Conduct is in effect
 - E. No smoking
 - F. Radios are **NOT** to be played loudly
8. **IN CASE OF ROAD BREAK DOWN, SAVE ALL RECEIPTS.**