

VAN USAGE GUIDELINES

1. Drivers must be at least 25 years of age. Please ensure you and/or your drivers have been cleared to drive through Human Resources or Operations.
2. Van check out and check in procedures:
 - a. The Athletic Department will give the driver a check out/check in sheet and keys to the vehicle.
 - b. The vehicle check out sheet must be completed by the driver and turned into VC Security prior to departure.
 - c. Upon return, the vehicle check in sheet will be completed by VC Security and keys collected by VC Security.
3. Vans are to be returned to the school the same day as they are checked out unless multiple day use of the van is cleared through the Athletic Department.
4. Drivers must obey the Two to One Ratio. This means there must always be at minimum, two adults to one student or two students to one adult.
5. Obey all safety rules of the State of California; remember the safety of the students is vital. Each van seats eight, seven passengers and the driver; please do not double buckle passengers or allow them to ride in the back storage area. Familiarize yourself with the location of the car safety kit and the first aid kit. Please avoid using a cell phone while driving; pull over if you must talk on the phone. Do not text while driving; it is against the law!
6. Parking in Handicapped Parking spaces could be costly to the driver of the van. Please do not park in a Handicapped Parking space (in either a private or public lot), as the liability for a citation (\$280.00) will be with the driver.
7. A gas card will be checked out to drivers when the destination to be traveled is 100 miles or greater, round trip. Vans are to be returned to the school with full gas tanks in these cases. In any event, when use of the van reduces the gas level to half full, the driver is asked to return the van to school with a full tank of gas. Drivers refueling without the use of a school gas card will be reimbursed. A request for reimbursement may be made through the Transportation Department by submitting the gas purchase receipt.
8. Vans are to be parked in the visitor lot in the designated spaces for vans (near the auxiliary gym).
9. **SMOKING IS PROHIBITED IN THE VANS.** Vans are to be returned to the school clean of personal items and garbage. The school cannot be responsible for items left in vans. Vans returned to the school in poor condition due to personal items and/or garbage inside the van may result in denial of future use.
10. Keys and gas cards (if applicable) will be returned to on-duty VC Security personnel upon return. Delinquency in returning keys may result in denial of future use.

*** VC Security Phone: (408) 639-6865***

Your signature below acknowledges your understanding of these guidelines; please take a copy for your records and for additional drivers if applicable.

Time Period: _____

Driver's Name: _____

Driver's Signature: _____