

Emery Unified School District Van Usage Agreement

- The following three documents must be on file prior to requesting for district van usage:
 - Up-to-date driver's license
 - Up-to-date proof of car insurance
 - Signed and dated district van usage agreement
- Prior to completing the van usage request form, verify using the district van usage calendar.
- Online van usage request form must be completed prior to usage of district vans.
- Online van usage request form must be completed at least 72 hours prior to usage; if a request is submitted within 72 hours, the request will be denied.
- Each driver will be required to pick up and return keys to the Director of HR.
 - Keys can be picked up and returned within a two hour window of the van being needed.
 - If event return time is after 4:00 p.m. or on the weekend, please return the key to the dropbox located in the pool area
 - If the rental takes place on the weekend, keys may be picked up on a Friday at 3:00 p.m.
- If you notice any damage prior to usage, please take pictures and send them to the Director of O&M (in the interim, send them to Keo Soungpanya).
 - Any damages found that were not reported prior to departure will be attributed to the driver currently using the district vehicle
- As the driver of a district vehicle, you are required to obey all traffic and parking laws
 - You will be held personally responsible for the payment of any fines related to the operation of the district vehicle
- As the driver of a district vehicle, you are required to ensure all passengers wearing seat belts (as required by law)
 - For all passengers eight years of age or under or under the height of 4'9", they must use a child passenger restraint system meeting applicable federal motor vehicle safety standards.
- Written permission of the parent or guardian must be obtained prior to students being transported utilizing the district vehicle (Education Code 35350).
- District vans must be returned to the 47th Street parking lot
 - All trash, passenger belongings, equipment, and marking left by students must be removed
- If district van keys are lost, a \$400 replacement fee will be deducted from future stipend/paycheck.
- If any of the below occur three (3) times within a school year, van access will be suspended for one (1) month; occurrence five (5) times with a school year will result in access being revoked for the remainder of the school year:
 - Returned district vehicle late (after the two hour return window)

- Returned district key late (after the two hour return window)
- Returned with significant trash/personal items/equipment remaining
- Returned district vehicle damaged
- Speeding above legal limits
- Lost key to district vehicle
- Utilized the district vehicle for non EUSD related business/events
- Returned district vehicle damaged
 - Significant damage or safety concerns may result in an immediate revocation of district vehicle access

As a driver of a district vehicle, I agree to adhering to all above mentioned expectations and policies.

Signature: _____ Date: _____