

## VAN DRIVER INFORMATION ADMINISTRATIVE PROCEDURE

- A. Any driver of the van shall be 21 years of age or older, an employee of RSU No. 5 or approved volunteer, and licensed by the State of Maine. Drivers shall adhere to all laws of the State of Maine. Drivers will provide a valid license to be copied. The Director of Facilities and Transportation will conduct a license check. The Human Resources Coordinator will create an approved driving list.
- B. The van is available on a “first come, first serve” basis. Permission for use and scheduling of the van shall be arranged through RSU No. 5 Community Programs. It is strongly recommended to reserve use of the van at least 5 business days in advance of proposed activities. Scheduling requests will be completed through MYREC which is overseen by Community Programs.
- C. The vans are located at the town garage on Hunter Road or parked at RSU No. 5 schools. Once approved, keys shall be obtained through each school's main office and returned to the Community Programs Office unless otherwise arranged. A gate key for the bus/van corral is on the van key chain for after hour pick-up and drop off.
- D. When the gas tank is a quarter full, please contact the Director of Facilities and Transportation at (207) 653-9174 or (207) 653-6192.
- E. Any accidents or incidents of possible liability must be reported to the police and the RSU No. 5 Director of Finance and Human Resources immediately at (207) 865-0928. If after office hours or on weekends, please report the accident or incident to the Director ASAP the next morning (7:30 a.m.) or on Monday if weekend use. The Director will inform the van driver of the district forms to complete and will also inform the Director of Facilities and Transportation of the accident or incident.
- F. No more than one passenger per seat belt and the driver may be present in the van at any one time. If transportation for a large group is required, please arrange for a bus.
- G. One seat belt must be worn by each passenger and the van driver at all times. Booster seats must be used for children under 8 years old and any child weighing under 80 pounds. No child under age 12 and under 100 pounds is allowed to sit in the front seat.
- H. Notify the Director of Facilities and Transportation at (207) 653-9174 or (207) 653-6192 of any mechanical problems which occurred or should be checked.
- I. Groups are responsible for cleaning out the van after each use. Please pick up trash, sweep out dirt or sand and remove all personal items.

The van shall not be taken on overnight or out of State trips without written permission from the superintendent.

The superintendent or their designee retains the right to refuse or limit van use by any individual.

Administrative Procedure Adopted: 11/10/09  
Administrative Procedure Reviewed: 11/22/11  
Administrative Procedure Revised: 2/28/17  
Administrative Procedure Revised: 10/12/21