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. Driver will provide a valid license to be copied.

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.

C. The vans are located at the town garage on Hunter Road or parked at RSU No. 5 schools. Keys shall be obtained 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. The gasoline tank should be full upon beginning use of the van and shall be refilled upon its return. Please fill up at the town garage.

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. If after office hours or on weekends, please report the accident or incident to the Director ASAP the next morning (7:30am) or on Monday if weekend use. The Director will inform the van driver of the district forms to complete and will also inform Community Programs of the accident or incident.

F. No more than seven passengers 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. Seat belts must be worn by all passengers and the van driver at all times while the vehicle is in motion.

H. Each driver must complete the van use log for each use. This will include: mileage out, mileage in, and brief purpose of trip. Notify Community Programs 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, sand, and remove personal items. Groups not adhering to this may be charged a $50 cleaning fee and jeopardize their future use of the van.

The van shall not be taken on overnight or out of state trips without written permission from the superintendent.
The superintendent or his/her designee retains the right to refuse or limit van use by any individual.

Administrative Procedure Adopted: 11/10/09
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