

AUXILARY SERVICES
Series 700

Policy Title: VAN USE AND SAFETY

Code: 702.17

The following protocols were created to ensure the safety of Lapwai School District students and staff. The following requirements must be met when the vans are in use.

1. Field trip request forms with Principal and Superintendent approval remain required in advance.
2. Vans use must remain compliant with Office of Indian Education (OIE) Grant Requirements including qualifying grade level (6th - 12th) and Lapwai Indian Education designated activities.
3. All drivers must consent to a driving record background check and be cleared by the Superintendent prior to transporting students.
4. Prior to transporting students, drivers must successfully complete van safety coursework as assigned by the Superintendent.
5. Drivers must be a district employee with a valid driver's license and no driving violations.
6. Student passengers must be currently enrolled Lapwai School District students. For liability purposes, the Superintendent must preapprove transport of non-district students.
7. All passengers and the driver must correctly wear a seat belt at all times.
8. Van capacity may not exceed 15 passengers including the driver.
9. Drivers are responsible to complete mileage and fuel use logs for reimbursement and reporting.
10. The driver is responsible to refuel the vehicle following each use.
11. The driver agrees to ensure passengers pick up after themselves and remove all belongings. Trash should be collected and removed following every use.

Adopted: 10/18/2021

Revised: 6/6/2022