

VAN POLICY 2023

1. **Purpose:** The purpose of this policy is to establish guidelines for the use of school vans by school staff for school-related purposes.
2. **Authorized Drivers:** Only authorized school staff who have a valid United States driver's license will be permitted to operate a school van (any exceptions need to be pre-approved by the Wildwood Admin/Education Director and/or Assistant Director(s)).
3. **Reserving a vehicle:** Please plan ahead and make reservations prior to van use. Contact Education office at least 48 hours prior to schedule use of van (failure to do so may result in permission being refused for van usage) or use <https://healthevangelism.com/van/> and await approval.
 - Driver/staff member reserving the vehicle is responsible for the return of the vehicle in good condition as well as keys being returned to the Education office (regardless of whether or not the person delegated driving to someone else).
4. **Vehicle Maintenance:** The school will ensure that all school vans are properly maintained and serviced regularly to ensure they are in good condition and safe for use. Any issues should be reported immediately to the transportation department.
 - Driver/or staff member reserving a vehicle is responsible to check the vehicle and ensure it is in good condition before usage – checks may include but are not limited to, condition of tires, cleanliness, warning lights, no equipment or stuff left in the vehicle and other basic things.
 - Vehicles must be emptied of all bags, equipment, etc within 24 hours of returning from a long haul trip and same day for other activities.
 - Vehicles must be kept clean at all times and it is the responsibility of the driver to ensure the vehicle has been left in a presentable state. A clean up schedule will be posted by the Education office.
5. **Passenger Safety:** All occupants of the school van must wear seatbelts at all times while the vehicle is in motion. The driver is responsible for ensuring that all passengers are properly secured. Children under the age of 8 or under 4'9" must be in a booster seat.
6. **Vehicle Capacity:** School vans must not be overloaded. The number of passengers must not exceed the designated seating capacity of the vehicle.
7. **Prohibited Activities:** The use of school vans for non-school related activities is prohibited. Smoking, drinking alcohol, using drugs, and other illegal activities are strictly prohibited in school vans. Eating in the vans is prohibited and driver will be held responsible and fined for failure to ensure passengers respect rules.
8. **Vehicle Operation:** The driver must obey all traffic laws and drive safely at all times. The driver must not operate a school van while under the influence of alcohol or drugs, or while fatigued. As a general rule, Wildwood Health Institute does not endorse overnight journeys where drivers are pushing their bodies through the night.
9. **Vehicle Security:** The driver is responsible for ensuring that the school van is locked and secured when not in use, and that all keys are kept in a secure location.
10. **Reporting Accidents:** In the event of an accident involving a school van, the driver must report the accident immediately to the school administration and the transportation department. (see personnel handbook for damage to campus vehicle policy)
11. **Violation of Policy:** Violation of this policy may result in disciplinary action, including financial penalties, suspension or termination of driving privileges, and termination of employment if the violation involves illegal activity.

By adhering to this van usage policy, school staff can ensure the safety and well-being of all passengers and maintain the integrity of school vehicles.

Authorized driver name: _____

Authorized driver signature: _____

Date (MM/DD/YYYY): _____