



# **ALEDO ISD ADMINISTRATIVE REGULATION**

**Board Policy:** CNB (LOCAL)

**Administrative Approval Date:** August 1, 2022

**Effective Start Date:** August 1, 2022

## **TOPIC: TRANSPORTATION MANAGEMENT – DISTRICT VEHICLES**

Following are procedures for requesting, scheduling, and using district vehicles for approved extracurricular activities, field trips, and other school-related purposes:

### **Pick up procedures for Vehicles:**

- The assigned campus/department designee should enter the trip/vehicle request in PowerFleet at least ten (10) days prior to the event to ensure an appropriate vehicle(s) and driver(s), if needed, is (are) available for use.
- Director of Transportation, or designee, will assign specific vehicle, and driver, if needed, to Requester based on availability of vehicle and driver to safely transport students and/or staff to and from destination.
- Vehicle will be clean and fueled when picked up.
- Requestor will pick up the trip sheet and book with keys during office hours (6:00 AM - 6:00 PM) at the north transportation facility lot inside the door on the table to the right. The gate access code will be provided at that time.
- Park your personal vehicle in the parking slots on the north side with the white fleet.
- If requestor is picking up vehicle after hours (after 6:00 PM or on weekends), prior to pick up the Transportation Department Trip Coordinator will convey to requestor which vehicle they have been assigned and provide details regarding trip sheet and keys.
- Vehicle number assigned will be on the trip sheet and on the rear windshield of the vehicle.

### **Return Procedures for Vehicles:**

- During office hours (6:00 AM – 6:00 PM), completed trip sheet (mileage entered and sheet signed) and book with keys should be brought inside the North Transportation Facility and left on the table to the right.
- Vehicle should be clean and all personal items should be removed.
- After office hours (after 6:00 PM or on weekends), if lot access gate is closed, enter access gate code to enter the north transportation lot.
- Return vehicle to the pickup location.
- Leave the book with completed trip sheet (mileage entered and sheet signed) in the vehicle.
- Lock the vehicle and drop the keys in the slot on the left side of the west Transportation Department office door.