

SCHOOL DISTRICT OF WAUPACA

SERIES 700 SUPPORT SERVICES

CODE: 751.5R-1

Operating District Owned Vehicles

ATTENTION – SCHOOL VAN DRIVERS

1. **The driver is responsible** to log use of vehicle on the form provided by the Transportation office.
2. **Gas and oil may be purchased** at Nelson’s Service Station in Waupaca and charged to the School District of Waupaca. If gas and/or oil are needed before returning to Waupaca, the driver may pay and submit the receipt as per District policy for reimbursement.
3. **Be certain to lock all doors** when the van is parked.
4. **Observe speed limits.**
5. **Upon returning to school** during business hours, park the van and return the keys to the Transportation Office immediately. In case of after school or weekend trips, please park the van in the secured gated compound, do not lock the doors, and leave the keys inside the cup holder. **The van shall be cleaned of all garbage following the return to the bus garage. Secure the gate before leaving.**
6. **All maintenance concerns must be reported** to Transportation Supervisor, preferably in writing.
7. **Registration and insurance cards** are located in the console or glove box.
8. Van capacity is 7 persons **including** the driver.
9. EMERGENCY PHONE NUMBERS: PLEASE CALL YOUR PRINCIPAL AND / OR ATHLETIC DIRECTOR FIRST:

Waupaca School District Offices		715-258-4121
Rob Becker	-	(Cell) 920-292-0738
Carl Eggebrecht		(Cell) 715-551-3839
John Erspamer		(Cell) 715-412-0282
Rhonda Hare	-	(Cell) 705-802-3673
Lee Nowicki	-	(Cell) 715-347-1003
Chris Schuelke		(Cell) 715-412-1804

ALL OCCUPANTS SHALL USE AVAILABLE SEAT BELTS IN THE VEHICLE. THE DRIVER OF THE VEHICLE SHALL BE RESPONSIBLE FOR ENFORCING THIS REGULATION.

ADOPTED: 121013
REVISED:
REVIEWED: 101916
LEGAL REFERENCE: Wisconsin State Statutes 121.555
CONTRACT REFERENCE:
CROSS REFERENCE:

The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.