



Taking a trip with a  
small group of  
student?

*Thinking of  
renting a van?*

## ***VAN RENTAL PROCEDURE***

**NOTE:** ONLY VANS FOR **NINE (9)** PASSENGERS (INCLUDING THE DRIVER) ARE ALLOWED. (*see 702 KAR 5:130 included in this packet*) Vehicles must have occupant restraint systems equal to the manufacturer designed passenger capacity. No vehicle can carry more pupils than the manufacturer designed passenger capacity.

**CALL THE OFFICE OF BUSINESS AND FINANCE AT 570-3030 TO BEGIN NECESSARY PAPERWORK AND FOR HINTS IN WORKING THROUGH THIS PROCESS.**

**MAKE CALLS TO VARIOUS VENDORS FOR PRICE COMPARISON AND AVAILABILITY. (*A List of Vendors Frequently Used by the District is provided*)**

**CALL THE TRANSPORTATION OFFICE TO SCHEDULE A TIME TO HAVE THE VEHICLE INSPECTED.**

**BRING THE VEHICLE AND THE Application and Inventory Form for Non-School Vehicles, (*included in this packet*) TO THE BUS GARAGE AT THE TIME OF INSPECTION. THIS FORM MUST BE **COMPLETED AND SIGNED** BY QUALIFIED DISTRICT TRANSPORTATION PERSONNEL.**

THE COMPLETED Application and Inventory Form for Non-School Vehicles FORM MUST THEN BE **DELIVERED** TO THE BUSINESS AND FINANCE OFFICE.

**IMPORTANT :** **These requirements must be met before you can leave on your trip.**

- 1) Vehicle inspected by qualified District Transportation Personnel – signature verification required
- 2) Vehicle placed on fleet insurance coverage – (signature verification required) and proof of insurance placed in vehicle.
- 3) Application and Inventory signed by Superintendent or designee.
- 4) Each vehicle, when used to transport students, shall display a sign in clear view in the rear of the vehicle stating: “This vehicle is being used to transport school children.”