Chariho Regional High School

Charger Van Guidelines

The athletics/extracurricular van (Charger Van) was purchased to transport small groups of students of no more than thirteen (13) to school events with the goal of reducing student transportation costs. The following guidelines will apply.

1. The Charger Van will be under the care and control of the Athletic Director.
2. Priorities for use shall be in the following order: (1) athletics, (2) extra-curricular activities, (3) field-trips, (4) other.
3. All drivers of the van must have a current chauffeur’s license and annual evidence (i.e., certified driving record) of a clean driving record.
4. No more than thirteen (13) students may be transported in the Charger Van.
5. The Charger Van will be parked in the CHS gym parking lot. Keys will be available at the CHS Main Office and must be returned to Michael Shiels *(or in the event he is not available return to Heather Card.)*
6. Reservations for the Charger Van may be made by Heather Card.
7. Each user of the Charger Van is responsible for returning the Van to the school with a full tank of gas. A gas card will be provided with and must be returned with the keys.
8. A trip log entry must be completed for each Van use. The log is to be completed when keys and gas card are received and returned.
9. The driver must abide by all RI laws. All Chariho policies apply during the trip.

10. The interior and exterior of the Charger Van must be inspected upon departure, with any damages or lack of cleanliness noted on the log, and must be inspected and cleaned upon return.

Sample:

Charger Van Use Log

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Driver | Organization | Destination | Departure Time |  Return Time | Total Mileage  | \*Departure Inspection | \*Return Inspection |
|  |  |  |  |  |  |  |  |  |

\*Make note of damages or lack of cleanliness. If none, write “OK”.