

Crowley County Schools
1001 Main St.
Ordway Co. 81063

Application for Small Vehicle

As an assigned driver of a District vehicle, I assume the responsibility of complying with the following:

1. Shall be an employee of Crowley County Schools.
2. Shall comply with District policies and procedures.
3. Shall have a valid driver's license. Shall carry a small vehicle permit (SVP) issued and signed annually by a District representative indicating requirements are current. (1 CCR-301-26-202.01A).
4. Shall not carry over vehicle capacity (Suburban= driver plus 7, Activity bus= driver plus 14, Cars= driver plus 3 others).
5. A school transportation vehicle operator should **NOT** be on duty more than 14 hours in a 24 hour period, with no more than 10 hours devoted to driving. **On duty includes teaching and coaching responsibilities, etc.** (1 CCR 301-26)
6. Shall use vehicle for District– sponsored and approves activities only.
7. Shall have the ability to perform required physical activities such as changing a flat tire, installing tire chains, evacuating injured students, etc. **Must** have the ability to do this in all weather conditions.
8. Shall perform **required pre/post inspections** including documentation. Any concerns dealing with the safe and efficient condition of the vehicle should be brought to the attention of the Transportation Coordinator who will make arrangements to repair.
9. Fueling will be done by transportation, except when the vehicle is on a trip. The driver is responsible for getting a credit card from the Admin. Building.
10. Shall safeguard the vehicle and its contents while under my supervision.
11. Shall be responsible for returning the vehicle in the following condition:
 - A. Clean Interior (if vehicle is not kept clean, you may be required to come back and clean it)
 - B. NOT LESS THAT 1/4 TANK OF GAS
 - C. Include a report of any malfunctions or needed repairs when keys are being returned
 - D. Complete Log sheet

Driver _____
(Please print)

Signature _____

Date of Request _____

Destination _____

Vehicle needed _____

Number of students _____

Approval _____
(Transportation Coordinator)

FOR OFFICE USE ONLY

SVP Permit# _____

SVP Expiration Date _____