

School Vehicle Use — Quick Guide

Olivet Academy Amenia | Transportation Department | Summary of the School Vehicle Use Policy. The full policy governs.

School vehicles are resources entrusted to our community. Please care for them as good stewards and help keep our students, staff, and one another safe.

HOW TO BOOK A TRIP

1 Reserve	2 Staff use?	3 Check	4 Drive	5 Return
Book in the Vehicle Reservation app (OAc Connect). 1 day ahead recommended; same-day is OK	For your own travel (e.g. airport), get approval with the Staff Vehicle Use Form and attach it to the reservation	Walk around the vehicle: tires, lights, fuel, warning lights	Follow the reserved route, time, passengers and driver	Log mileage, ½ tank or more, clean vehicle, return keys

Urgent and can't use the app? Contact Matthew Na (Transportation Dept.) to reserve verbally before using the vehicle.

Plans changed? Update the reservation in the app. Trips for purposes not listed below need Transportation Dept. approval first.

ALLOWED

- Students to church worship services and church retreats
- Students to hospital or medical appointments (school-arranged). Emergency: call 911 first
- Students to/from the airport on school break dates
- Student shopping on school-designated dates
- Students to/from athletic activities
- Any other trip approved by the Transportation Dept.
- **Staff airport trips:** school-designated dates only; approval form required; staff pay fuel and tolls; family may ride along

NOT ALLOWED

- Personal errands or personal travel
- Other church or ministry uses (visitation, events, moving supplies)
- Paid rides, deliveries, or towing
- Alcohol, cannabis, drugs, weapons, or hazardous materials
- Students driving, under any circumstances
- **Not sure?** Ask the Transportation Dept. before using the vehicle

WHO CAN DRIVE

- Staff or community volunteers approved by the school
- Age 25+, valid U.S. license, 3+ years of driving
- Clean driving record (checked yearly) and insurer approval
- Driver orientation, including 14-passenger van training
- Background screening completed
- **Volunteers:** confirm with the Transportation Dept. which vehicles you may drive

ON THE ROAD

- **Fleet:** 2 × 14-passenger vans, 1 × 7-passenger van (driver not counted). Never exceed seat belts
- Everyone buckled whenever the vehicle moves
- No handheld phone while driving; set navigation before leaving
- No alcohol, cannabis, drugs, or drowsy medication; no smoking or vaping
- Break every 2 hours; 2nd driver for >[4] hrs one way or return after [11 p.m.]
- Family riders: note on the reservation; car seats for young children

CARING FOR STUDENTS

- Carry the passenger list and emergency contacts
- Count students before leaving and before each return
- Never leave students alone in a vehicle
- **Avoid 1 adult + 1 student alone.** If unavoidable: tell the Transportation Dept. or dorm staff your times, go direct, student in the rear seat

IF SOMETHING HAPPENS

- **1.** Stop safely, hazard lights on. Call 911 if anyone is hurt
- **2.** Call the Transportation Dept.
- **3.** Exchange info and take photos. Do not admit fault
- **4.** Incident report within 24 hours
- **Tickets and fines:** the driver's responsibility

Questions, exceptions or problems: contact the Transportation Department.