

Napavine School District No. 14

TELEPHONE (360) 262-3303 • FAX (360) 262-9737
P.O. Box 840
Napavine, WA 98565-0840

TRANSPORTATION REQUEST PROCESS

1. All transportation requests will be generated at the school of origin.
2. Blue transportation request forms will be located in the school building offices and can be generated by anyone (teacher, advisor, coach, etc.) Departure times must be listed on request forms. The building offices will need to provide background check and drivers abstract paperwork to anyone not on the district list of approved volunteers.
3. The building Principal will sign/approve the request form acknowledging the event is a worthwhile event and the funding is available. The request will then be faxed to the transportation department by the building secretary ASAP.
4. The transportation request form will then be sent to the district office for the Superintendent to confirm approval of the event and funding. District office staff will verify that background checks and driver's abstracts are on file.
5. Transportation requests will then be sent by the district office to the transportation department with principal and superintendent signatures. The transportation department supervisor will schedule the bus / vehicle and arrange for a bus driver when needed. He will then confirm that the request approval is complete by entering the trip into the transportation calendar system.
 - a. To check the calendar go to the Napavine Web Page @ www.napa.k12.wa.us - Staff Resources - Napavine Webmail Login - Type in your user name and password - This will bring you to your e-mail - Calendar is in the lower left corner of the e-mail page.
6. **Vans will be picked up at the bus garage and cars will be picked up at the district office.** Keys and gas cards, for both vans and cars, must be picked up from the district office between 8:00 am and 4:30 pm Monday through Friday. Vehicles are to be returned clean on the inside and filled with gas. Before taking a vehicle, the driver will notify the district office if the vehicle is not clean.

Upon return from a designated trip, keys are to be delivered back to the district office. If return time is after 5:00 pm, place keys and gas cards in the drop box at the east entrance of the building.

7. Requests for vehicles, once approved, will be honored by the district office. Therefore it is important requests be made in a timely manner.

Revised:
3/11/2014

*Napavine School District
Napavine, WA 98565*

TRANSPORTATION REQUEST

This form must be submitted ONE WEEK in advance of a planned trip

Today's date: _____

Request for: Bus _____
Van 1 (10 including driver) _____
Van 2 (8 including driver) _____
Car (5 including driver) _____

Organization/Class/Person making request: _____

Driver(s) name(s): _____

Date(s) of use: _____

Destination: _____

Total participants in group: _____

Departure time: _____

Return time: _____

*** Please inquire with your building secretary to check the list of approved drivers. A driver's abstract must be on file with the district office two weeks prior to your event.**

Superintendent

Principal

Advisor/Instructor

Transportation Supervisor

Driver/Employee

When requesting to drive a district vehicle, employees' signature provides assurance of compliance by having proof of license, insurance, and driving abstract on file with the district office and training received, as required PER POLICY 8121.

Building office please fax to transportation ASAP and send to district office.

Revised: 3/28/2014