



## **Van Policy**

[Approved by Ke Ana La'ahana PCS Local School Board on 1/20/2015]

Before utilizing any of Ke Ana La'ahana's vans the following must be completed:

1. Submit annually a copy of your current drivers' license and a cleared abstract should be filed in the office.
2. Annually attend one of the DOT drivers' training and receive a completion certificate
3. Sign out the vehicle keys and write down the date, time and "to and from" destination on the log sheet
4. Complete a Driver's Inspection Report as a reporting or reviewing driver
5. Follow all Hawaii State laws while driving these state vehicles
6. Refuel van if the fuel is at the ¼ mark or less, and top all fluids before returning to KALPCS.
7. Have students clean out the vehicle upon returning.
8. Sign in the van keys
9. Communicate with the office to inform them both verbally and written (driver's inspection report) when a vehicle needs immediate repairs.