

AISD SUBURBAN PROGRAM RULES & CONDITIONS

1. Pick Up

- a. All suburban keys are to be picked up at the security gate.
- b. Paperwork for suburban assigned to you can be picked up from the mail box marked "VAN DISPATCH". This box is located by the first door on the west side of garage.
- c. Suburbans will be parked in the north lot along the fence. Your vehicle should be parked in the place of that suburban.
- d. Suburbans cannot be picked up before the time stated on your suburban request and the Transportation Office must be notified if your trip is going to be excessively late. Suburbans cannot be kept overnight at your home.

2. General

- e. According to AISD Policy, no tobacco use will be allowed in the suburban or any school vehicle anytime.
- f. School suburbans must stop at all railroad crossings by state law anytime, anywhere when transporting any school student.
- g. Students must be removed from the suburban anytime the suburban is being filled with fuel.
- h. All passengers/drivers must wear seat belts as required by law.

3. Accidents, Theft And Claims Reporting

Authorized driver will immediately report any accident or theft to the law enforcement authority for the jurisdiction where the accident occurred to the AISD Transportation Office or the bus garage at 817-459-7850 or 817-459-7867, if no answer call security at 817-459-7699. Express no opinion as to who was at fault for the accident. Give no information except as required by authorities and sign no statements for anyone, except school district representatives. Get names and addresses of any witnesses to the accident.

4. Emergency Evacuation

- i. Passengers should be asked to exit the suburban on the side away from traffic, if possible, in an orderly manner.
- j. When the last passenger has departed the suburban, the driver, when possible, should check under and behind each seat to make sure complete departure has been achieved.

5. Return

- k. Park Suburban back where you found it.
- l. Put all paperwork with mileage and maintenance check in the mailbox marked "VAN RETURN".
- m. Return key to Guard Gate. Failure to return key to the guard gate may result in a fee to replace the missing key.

6. Request And Cancellations

- n. All requests for school suburbans must have a budget code, be approved by Principal and turned in to the Transportation Office two weeks prior to scheduled departure.
- o. Any cancellations must be done in writing, and turned in to the Transportation Office by fax or in person three days prior to scheduled departure.
- p. Suburban request will not be processed until all requirements have been met.

7. Rentals

- q. All rentals picked up from AISD Transportation Compound must be returned to the AISD

I UNDERSTAND THAT I MUST OPERATE THE DISTRICT SUBURBAN IN ACCORDANCE WITH THE SUBURBAN PROGRAM RULES AND CONDITIONS AS STATED ABOVE, WHICH I HAVE READ AND UNDERSTAND.

AUTHORIZED DRIVER SIGNATURE

DATE