



HANKINSON PUBLIC SCHOOL

415 1st Avenue SE
P.O. Box 220
Hankinson, ND 58041

Phone: 701.242.7516
Fax: 701.242.7434
www.hankinsonschool.com

Bus/Mini-Bus/Vehicle Use Agreement

Date(s) requested _____

Organization: _____ Driver: _____

Vehicle: _____ Capacity: _____

Gas, oil, and driver's salary to be paid by the above-named organization. The state mileage reimbursement rate per mile will be paid to the Hankinson School District at the end of the usage. Organization may be required to have an insurance rider on the bus/vehicle, which is to be presented to Superintendent at time of checking vehicle out.

Drivers must hold a current and valid license, have a Class 1 or Class 2 license for buses, and have a clean driving record. **Students are not allowed to drive the school vehicles.** The organization using the school vehicle(s) is responsible for making the adults involved in the usage aware of this regulation.

The Vehicle issued will be washed, cleaned, and filled with gas and oil. The Vehicle is to be returned in the same condition. Vehicles to be cleaned out after every trip.

Interior will be checked prior to issuance. It is expected that the vehicle be returned in the same condition. The cost of repairs will be charged to the organization using the vehicle.

The capacity of the vehicle must never be exceeded.

Upon completion of the usage, the organization is expected to submit a list of all trips taken, including dates, destination, mileage, name of driver and number of students transported on said trip.

Sign and return 1 copy of this policy to the Superintendent's office.

Date: _____ Signature: _____

The Hankinson Public School District reserves the right to deny request.

Below to be filled out by School

_____ Approved _____ Not Approved Signature: _____

Superintendent
Mr. Chad Benson

High School Principal
Mrs. Sarah Pohl

Elementary Principal
Ms. Brittanie Watson