



# SHEBOYGAN CHRISTIAN S C H O O L

## Van Driver Requirements

Sheboygan Christian School owns several school vans that are used for the purpose of transporting kids to/from school and also used as transportation to some school events. When utilizing a school van, the following is expected:

- All drivers must hold a valid driver's license.
- Utilize the vehicle for authorized school purposes only. This means you drive the designated route and do not make personal trips with the vehicle.
- Never give your van keys to anyone else to drive. The office will take care of handing out additional keys to others who are authorized to drive the van.
- Always wear a seat belt and do not begin driving until all the kids are buckled in.
- Follow all speed limit and other traffic laws. Employees are responsible for their own driving violations and fees associated with them.
- We ask that Drivers not change the order of their route without approval. Please notify the office of any parent request to change a student(s) pick-up/drop-off changes.
- No cell phone use while in route. Return any calls when the vehicle is parked. If SCS is calling you, find a safe place to pull aside so you can take the call.
- No smoking is allowed in school owned vehicles.
- No eating while driving.
- Gas cards provided by the office are to be used to fill the vans. Receipts for gas purchases need to be turned in to the office as soon as possible. It is the driver's responsibility to keep the vans filled with gas.
- Drivers are to inspect their vehicle prior to any trip. Any problem with the condition of the van needs to be reported as soon as possible.
- All drivers must complete the "Students on Board" form each trip.
- Each driver must complete the time sheet given and return it to the office at the end of each pay period. Pay periods are the 1st - 15th and 16th - last day of the month.
- Hours worked begin when you leave the SCS parking lot and continue until you are back in the lot.
- Each van driver must submit to a Wisconsin DOT record check which is paid for by the school.

### High School Campus

929 Greenfield Avenue, Sheboygan, WI 53081  
920.458.9981

### Elementary Campus

418 Geele Avenue, Sheboygan, WI 53083  
920.457.3060

### Scholarship | Discipleship | Citizenship

[www.sheboyganchristian.com](http://www.sheboyganchristian.com)