

## Vehicle Check-Out Process for the Brookings School District

1. Talk to your administrator to get approval for your trip.
2. All requests should be made **at least a week prior** to your departure.
3. If you feel that you need a travel card please let the Transportation Director know.
  - a. You will fill out a credit card agreement form for the school district. **KEEP YOUR RECEIPTS!** If you do not keep the receipt, **YOU** are responsible for incurred charges.
  - b. Please make plans to meet with the Transportation Director **PRIOR** to leaving for your destination to get the card. Last minute requests will not be honored.
4. Sometimes it is possible for the vehicles to be used for multiple events in one day. Do not assume that the vehicle is available for your use for the entire day. If you need to pick up the vehicle on a lunch break, then please note this on the request form.
5. Expect an email from the Transportation Department confirming your request and what vehicle you will be taking. If you haven't received a reply within three days, please contact us to make sure the request was received.
6. Vehicles are located at the Bus Barn on 8th Street South, south of Brookings High School
  - a. The keys are located in the actual Bus Barn on the west wall hanging on a small white board. There you will find the name of each vehicle and the schedule of who is taking each car; please take the vehicle that you are assigned.
  - b. The vehicles are parked on a concrete pad on the south side of the yard.
  - c. If there is a question if the vehicle is a school vehicle, please, look at the license plate. It will have a S XXXX(four digits)
  - d. Feel free to park your vehicle on an open concrete spot or anywhere along the fence perimeter.
7. If coming to the garage before or after gate operating hours, 6:15am - 4:15pm, please coordinate with Laura Gerjets (696-4703 or [laura.gerjets@k12.sd.us](mailto:laura.gerjets@k12.sd.us)) at the administration office to have your ID card activated to open up the main gate. **The gate is closed on weekends, so please plan accordingly.**
8. Vehicles will be fueled up prior to your arrival. Please keep in mind that our main priority is the student bus routes and activity buses, therefore:
  - a. We will not have the vehicle running for you or ice scrapped off. Please allow extra time to complete these tasks.
  - b. Also, plan on the area around the cars to have snow/ice around them. In warmer weather the area around the concrete will be muddy.



9. The vehicle will be open for your departure. Inside of the vehicle will be a folder. The following will be in the folder:
  - a. Form to fill out with start mileage and end mileage.
  - b. Trouble ticket to write down any problems with the vehicle.
  - c. Emergency contact numbers/school directory.

**10. Before leaving make sure you write down your start mileage.**

11. When you get back to the Bus Barn, if the gates are closed and you did not contact Laura Gerjets at the Admin Office to get your ID card activated to open the gate, take the vehicle home and bring it back the next day **at 6:15am** so that this vehicle can go back out for the next reservation. If it's the weekend, bring it back on Monday morning **at 6:15am**.
12. Park the vehicle facing the fence. The other vehicles that are backed in are the ones that are ready to go out.
13. Clean out the inside of the vehicle.
  - a. Please remove water bottles, pop cans, wrappers, and general trash.
  - b. Make sure all items are removed. If you or someone in your party has forgotten something in the vehicle, please come and check the vehicle yourself.

**\*Please note: a messy vehicle will be grounds for future vehicle request denials. \***

14. Note any problems with the vehicle on a pink slip inside the folder and place either outside the folder or in a visible place.
15. Place the keys in the folder and lock the vehicle. The Transportation Department has the second/third sets.
16. If you had to open the gate when you brought the vehicle back, it will automatically close in one minute. So, the gate will most likely be shut again when you are ready to leave. Pull your personal vehicle in front of the gate (get close) and it will open back up.