

Rialto Unified School District  
Transportation Department  
B-15 Request Procedures

1. All B-15 process for requests must be first submitted through Risk Management
  - A. DMV driving records for the Pull Notice program
  - B. All district employees requesting to be put on the list for use of district vehicles must first complete the Keenan and Associates Safety training videos as follows:
    - City Driving (Transportation Portal)
    - Van Safety (Transportation Portal)
    - Distracted Driving (Transportation Portal)
    - Defensive Driving (Transportation Portal)

**Note: Once videos are completed the certificates must be printed and submitted to Risk Management or Transportation when the training is scheduled.**

2. Once the videos have been completed, then the district employee must contact Juan Hernandez at Transportation to receive training in the use of district vehicles.
3. Once district employees are certified to drive the district vehicles they must ensure that all the information on the B-15 is accurate as follows
  - A. Date B-15 was submitted\* (first come first serve)
  - B. Dates(s) vehicle will be used Note: if it will be for the whole school year date should be from start of the school year to the end of the school year.
  - C. Which school or department will be using the district vehicle.
  - D. Destination of use \*
  - E. The approximate time of use of the vehicle \*
  - F. The number of passengers (can-not exceed 7) \* # of adults (driver)
  - G. District gas card / account number\* to be charged for the use of the district vehicle
  - H. Employees name / signature/ work site / License Information & (contact number)
  - I. All approved signatures are on the B-15
    - Principal or Site Administrator
    - Site supporter
    - Risk Management approval

**4. Once the district employee has been approved and assigned a vehicle. The Transportation Department needs to contact the district employee (please provide a contact number) in case there are changes. (provide a contact number by employees name)**

5. When the district employee picks up the vehicle they must ensure that there are no damages to the district vehicle and they make notations on the B-15 request that the vehicle was not clean example: papers, food items, gear left behind. It is important that the vehicles are kept clean of any trash so to provide a clean and safe environment for our district students.

6. Fueling the vehicles is the responsibility of the district employee that uses the vehicle, we have a fuel station on site and it will be part of the training to learn the fueling procedures.

7. At the completion of the trip all paperwork must be submitted to the transportation office, if the transportation office is closed there is a mail slot where the keys and paper work can be dropped off.

8. If a district vehicle is not available for use the transportation department will do its best to provide a rental vehicle for the use of the district employee. The employee will be responsible to pick up and drop off the vehicle at the rental place (Americas Express)

**Note: All destinations that are over 100 miles in distance will be provided a rental van no exceptions**

**\* - very important must be completed**