



**FAYETTEVILLE
PUBLIC SCHOOLS**
Since 1871

Non-CDL Vehicle Usage Guidelines

- Only FPS district employees or authorized representatives may drive vehicles.
- All reservations for vehicles must come through TripDirect or email to the Transportation department at least 10 days prior to departure.
- Non-participating children of employees are not allowed on the trip without administrative approval.
- Vehicles may only be removed from the transportation office on the departure date of the trip. A gate key must be checked out during business hours prior to departure date (Monday thru Friday, 6:00 a.m. to 5:30 p.m.) if the trip is after hours, weekends, or holiday.
- Gate keys must be returned the next business day.
- Only reasonable and necessary stops relating to the requested school business trip to and from event venues should be taken.
- Vehicles should not be taken on any personal errands or stops.
- Vehicles should be returned to transportation immediately after dropping students after the completion of the trip.
- Vehicle key must be left in the unlocked vehicle on the transportation lot upon return.
- Vehicles are public school property. All district rules and policies apply during the use of the vehicle.