

Activity Van Ordering and Check-In/Out Process and Procedures

Each high school will have one (1) activity van parked and secured at their location. If multiple vans are needed or desired, Transportation will have six (6) brand-new activity vans available on a first-come, first-ordered basis. The online ordering and reservation process for the vans located at Transportation are as follows:

1. Go to: <http://158.165.47.37/4jtransportation/> (note – you must be within the 4J intranet to access)
 - a. Before the website will open, you will need to sign in using your Zimbra name and password (example: If your Zimbra email is smith_r@4j.lane.edu; your username is smith_r and password will be your email password).
 - b. Create a profile before your first trip/activity van order (located top right corner).
 - c. Select “Van Request” from top banner.
 - d. Fill in all fields for trip request and hit “Submit Activity Van Request” button.
 - e. You will receive a confirmation email once the activity van request has been approved.
2. Activity vans can be picked up and dropped off at the Transportation site, 1975 W. 8th Ave., weekdays from 5:30 AM to 6:30 PM. Before/After Hours/Weekends you will be required to use a gate access badge that will be issued when you pick up the van keys.
 - a. Temporarily park your car in front of the shop on the north side. Go into the office and let them know you are picking up or dropping off a van.
 - b. If picking up a van after hours, you must obtain van keys and gate access badge during normal business hours. To open the gate – badge access panel is located on the left side of the gate.
 - c. If dropping off a van after business hours or on weekends - keys, access badge and van use report must be placed in drop box located by the bus wash and cleaning supply cabinet.
 - d. Due to parking restrictions, you must park your vehicle in the space the van is located in.
3. Vans will be inspected at check-out and check-in for interior cleanliness and interior/exterior damage.
 - a. Vans are required to be swept and mopped, and the trash can emptied after each use.
 - b. If the interior of the van is left dirty, the school’s athletic or other appropriate department will be billed and charged for cleaning services at the rate of \$40.00 per hour (one hour minimum).
 - c. Cleaning supplies will be available and located in the shed located next to the bus wash.
4. If an accident and/or damage occurs during your trip, you must report this immediately to 4J Transportation. You will be required to complete a 4J Accident Form and submit during van drop off.

**AS WITH ANY CHARGEABLE ACCIDENT AND/OR INFRACTION, OR FAILURE TO
ADHERE TO DISTRICT PROCEDURES AND/OR POLICIES, ACTIVITY VAN DRIVING
PRIVILEGES MAY BE REVOKED**

Things to expect with this new van process:

- Always a clean interior and exterior at check-out.
- No need to fuel the van – you will always leave with a full tank (unless on an extremely long out-of-town trip).
- Shop personnel will be readily available for questions/concerns during normal business hours.
- Cleaning supplies will be readily available in the cleaning supply cabinet located by the bus wash.
- Personal cars will be parked behind a locked and secure area.