



## JPS Online Van Rental Request Form Directions

**Van Rental requests need to be submitted to Transportation Services at least 2 weeks prior to the requested date.** This gives Transportation Services time to review their calendar along with making sure there is a van available. We have a limited number of vans that can be rented. Van Rental requests can be submitted far in advance. Transportation Services can be called at 616-457-3740 or emailed at [Transportation@jpsonline.org](mailto:Transportation@jpsonline.org) to see prior to submitting a request if there is a van(s) available on the date you are planning.

Teachers/program administrators requesting a van must:

- (1) Seek approval from your school secretary/administrative assistant and principal. If they approve, they will provide you with an account number to place on your request form – **all Van Rental requests require an account number to charge the expenses.** Transportation Services will deem this as a formal approval (that you did in fact receive approval for your rental request).
- (2) To submit the online request form, [click here.](#)
  - a. If you have any special instructions for Transportation, such as needing a certain number of booster seats – please make sure to indicate that in the “Additional Information” section of your request.
- (3) You will receive an electronic copy of your request in your email upon your submission.
- (4) Transportation Services will review the request within 3 business days of the submission and will contact you via email confirming that they can provide a van(s) for your trip.
- (5) If you have any changes to your request after you have already submitted a request:
  - a. **DO NOT** submit a new request
  - b. Contact Transportation Services via email or phone. Transportation Services will make the change manually.

### **Additional Information:**

When you pick up the van, you will receive a green slip that must have the beginning odometer mileage (from the time you receive the van) and then the ending odometer mileage (from the time you drop the van off) filled out and returned with the van at the end of your trip. The cost of the van rental is 50 cents per mile.