

VAN DRIVING RESERVATIONS

Only approved drivers are able to reserve a school district van. Please contact Kristi Buhr at buhrk@denmark.k12.wi.us to start the process.

Van Request:

- A request must be submitted prior to each trip.
- Requests should be made at least 48 hours in advance of each trip. The District office will do their best to honor last minute requests but there are no guarantees. Please make your request as soon as possible.
- Van requests will go to the District office for scheduling, an approval email will be sent to the requester.
- [Google Form to Reserve Van](#)

Van Pick-up:

- Pick up keys in District office with Joy Frelich, see Kristi Buhr if Joy is out. With the keys, you will receive a clipboard with a driving log and accident information. A log must be completed for each trip.
- Vans will be parked and ready to go by maintenance garage.

Van Return:

- Return keys and clipboard to District office. If after hours, please keep in van with doors locked.

Cancellations:

- Notify Joy Frelich immediately with cancellations. Failure to do so may result in loss of driving privileges.

Driving Instructions:

- Please contact Mark Olsen if you ever feel you need a van-driving refresher or just want to get acquainted with the van.

Contact Information:

Joy Frelich – frelichj@denmark.k12.wi.us

Mark Olsen – olsenm@denmark.k12.wi.us

Kristi Buhr – buhrk@denmark.k12.wi.us