

Jordan School District

Procedures for Large SUV Eligibility

Jordan School District employees who are interested in utilizing one of the large SUVs available at Bingham, Copper Hills, Herriman, JATC-S, Mountain Ridge, Riverton, and West Jordan high schools can do so by adhering to the outlined procedure below:

Step One: Obtain permission from your site principal, outline your need and the time you will be using the vehicle.

Step Two: Click on the link provided to access the Defensive Driver Training module which includes both a tutorial video and a test: [Defensive Driver Training](#)

After successfully passing the test, you will have the option to download a certificate that confirms your completion. Please email a copy of your certificate to Marilyn Smith at marilyn.smith@jordandistrict.org. Training is valid for two years.

Step Three: Complete and sign the attached "Employee Signature of Agreement" form. Obtain the signature of your principal or director. Email a copy of the completed form to marilyn.smith@jordandistrict.org.

Once the documentation is received, a driver history records search will be conducted (performed annually). You will then be informed about your eligibility. Only employees of the Jordan School District who have met the specified requirements are eligible to operate vehicle(s).

Upon receipt of eligibility, contact one of the following school representatives to schedule a date and time to use the vehicle:

BHS - Lisa Ford; 801-256-5106

MRHS - Angie Graham; 801-412-1741

CHHS - Sterling Hunt; 801-256-5316

RHS - Erika Percival; 801-256-5804

HHS - Jennifer Budd; 801-567-8571

WJHS - Kelsey Hollingsworth; 801-256-5610

JATC - Robyn Bullock; 801-412-1302

To arrange for pick-up and drop-off times, contact the following school Administrator:

BHS - Laura Visaggio; 801-256-5118

MRHS - Kylie Bussell; 801-412-1708

CHHS - Sterling Hunt; 801-256-5316

RHS - Kyrstin Wingert; 801-256-5817

HHS - Jeniece Jacobson; 801-567-8533

WJHS - Derek Bennett; 801-256-5617

JATC - Stewart Hudnall; 801-412-1320

On the day you plan to pick up the vehicle you will meet with one of the designated Administrators. During this meeting, you will complete the required paperwork, conduct a vehicle inspection, and receive a short orientation on vehicle usage and guidelines.

Returning the vehicle is recommended between 7:00 AM and 3:00 PM. This timing is preferred as it allows for a thorough inspection of the vehicle during check-in and ensures its condition is verified before handing back the keys. However, if you need to return the vehicle outside these hours, you can park it in the designated gated area and leave the keys in the provided drop box. Please note, the vehicle is not allowed to be kept overnight at your residence.

We expect the vehicle to be returned in the same or better condition as it was when checked out. This includes ensuring the vehicle is reasonably clean both inside and outside, the gas tank is full, and all trash and personal items are properly disposed of.

Drivers are required to refuel the vehicle using their personal credit cards and then seek reimbursement from their respective school.