

JAMES S. RICKARDS HIGH SCHOOL

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Dr. Deborah Barnes, AP – Curriculum
Mr. Chris Cowart, AP– Facilities/Attendance
Mr. Sam Striplin, AP–Student Affairs
Mr. Roosevelt Sea, Dean of Students
Mr. Earl Hankerson, Athletic Director



Dr. Joe Williams, IB Coordinator
Mrs. Melissa Cooper, AP Coordinator
Mrs. Victoria Williams, IB Dean
Ms. Terraca Jones, Guidance Dept. Chair
Ms. Chariya Davis, Assistant Athletic Director

Mr. Douglas Cook, Principal

July 2024

Dear Coaches/Clubs/Organizations/ESE Department,

Due to a restructuring with regards to Van usage, please read the NEW VAN AGREEMENT below.

VAN AGREEMENT CONTRACT

1. Seatbelts will be worn at all times.
2. Speed limit will be followed as posted.
3. All trash will be thrown away at the conclusion of usage. Should a problem become persistent, it will be documented and after the third notification, usage will be suspended. (A shop vac has been purchased by Coach Hankerson and we also have an agreement with Whistle Car Wash on Apalachee Parkway if you would like to help with cleaning.)
4. Vans must be returned with the gas needle at FULL after each usage.
5. Park all vans in the top parking lot.

RENTAL AGREEMENT

Effective immediately, we are now responsible for regular maintenance of the vehicles. With that in mind, a

\$20 fee per day will be required for each van if you are traveling over 30 combined miles (round trip).

1. Place your van request with Mrs. E. Cooper via email and copy Coach Hankerson and Mrs. Loriston. Rentals will come on a first come first serve basis. However, out of town usage may take precedent over in town usage.
2. Check out the Van with Mrs. E. Cooper and make arrangements to receive the gas card from Mrs. Loriston. **RETURN THE KEYS AND GAS CARD IMMEDIATELY UPON RETURN.**
3. The **\$20 fee per day** will be transferred from your account to Account 37000.

“The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming, and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, or genetic information.”