

**TULARE COUNTY OFFICE OF EDUCATION
STANDARD OPERATING PROCEDURE
FOR USE OF TCOE VEHICLES**

1. INTRODUCTION

Tulare County Office of Education (TCOE) maintains a fleet of vehicles for the sole purpose of conducting support services for the organization. The General Services Department is responsible for ensuring the scheduling and maintenance of the vehicles and that the use adheres to TCOE policy. All TCOE employees who are authorized to drive a TCOE vehicle must familiarize themselves with TCOE's policies regarding the appropriate use. Be sure to submit a DMV Authorization to HR prior to reserving a vehicle.

2. ACCEPTABLE USE OF TCOE VEHICLES

Employees may use TCOE-Owned vehicles for official business and work related activities with prior approval from your supervisor. Vehicles used to transport employees on TCOE business may not be taken home without prior approval from your supervisor. TCOE vehicles may not be used for personal use under any circumstances.

3. VEHICLE RESERVATIONS

Vehicle reservations require prior approval from your supervisor and will be made through Resource Scheduler. Reservations will be made through your department scheduler (both conference room and admin room schedulers will have access). The reservation process is as follows:

- A. Open a PO for Wex Bank for fuel. This must be done prior to making a reservation.
 - a. Each TCOE vehicle has an assigned fuel card issued with the vehicle key.
 - i. You must request an employee specific Driver ID/Pin # from General Services prior to your reservation. **Do not share your Driver ID/Pin #.**
 - 1. A Fuel Use Agreement must be executed by your supervisor and submitted to General Services for issuance of a Driver ID.
 - ii. When filling up the pump will require you to enter your Driver ID first and then enter the current vehicle mileage.
 - iii. The driver is responsible for ensuring the vehicle is fully fueled upon return. Returning a vehicle with less than a full tank of gas will result in a cost recovery charge of \$35 plus the cost to refuel the vehicle which will be charged to your program.
 - b. All gas receipts turned in to Business Services must be taped to a blank 8.5"x11" sheet of paper with the following information on them:
 - i. Vehicle Number
 - ii. Gas Card Number
 - iii. Name of individual who used the fuel card
 - iv. Purchase Order Number
 - c. Be sure to fuel the vehicles during your normal work hours unless you have prior approval from your supervisor.

- B. Fill out a Conference Attendance Reimbursement form and route it for approval. Form must be approved prior to making a reservation.
 - a. A funding string must be included on the Conference Attendance Reimbursement form. This funding string will be used to cover the per-mile charge for maintenance of the vehicles.
 - i. Per Mile Rate – 15 cents
- C. Vehicle reservations will be made through Resource Scheduler. All employees may view the schedule for availability. Contact your assigned conference room scheduler to reserve an available vehicle. Be sure to reserve a vehicle at the site you wish to pick it up at and return it to.
- D. Vehicle folders can be picked up at General Services for Mooney vehicles and ERS for Doe vehicles. The folders will contain the following items:
 - a. Standard Operating Procedures
 - b. Vehicle key
 - c. Vehicle fuel card
 - d. Insurance certificate
 - e. Vehicle registration
 - f. Vehicle Accident Report form
- E. Vehicles shall be returned to General Services or ERS during normal business hours (8:00 a.m. – 5:00 p.m.). Prior arrangements must be made if dropping off outside of these hours. Under no circumstances are the keys/gas cards to be left in the vehicles.
- F. TCOE vehicles may only be taken home if you have an early morning departure or late evening return with prior approval from your supervisor. Please note that under this circumstance your personal insurance would be primary if any damage/theft occurred.

4. DEPARTMENT FUNDING

Maintenance and emergency response services for the vehicles will be funded through a per mileage charge for use of the vehicles. A department account line must be included on the “Conference Attendance Reimbursement” form prior to obtaining keys for a vehicle. There is a 15 cents/mile vehicle use rate to cover maintenance of the fleet.

5. RESPONSIBILITIES

A. Administrator/Manager

It is the responsibility of the Administrator/Manager to ensure that TCOE vehicles are used in accordance with TCOE policy and the procedures outlined in this document, including:

- a. Ensure employees have read and understand these procedures.
- b. Ensure employees have read and understand BP 3544.1 Equipment – County Office of Education – Owned Vehicles.
- c. Execute a Fuel Use Agreement form for each employee using a TCOE vehicle.
- d. Execute a Conference Attendance Reimbursement form.
- e. Ensure the timely submission of gas card fuel receipts.
- f. Ensure vehicles are maintained while in use.

B. TCOE Employee

- a. Read and understand BP 3544.1 Equipment – County Office of Education – Owned Vehicles.
- b. Obtain prior approval from their supervisor as a condition TCOE vehicle use.
- c. Present a fully approved Conference Attendance Reimbursement form to General Services or ERS when obtaining vehicle folder.
- d. Maintain vehicle in clean working order when using. A vehicle returned excessively dirty (sunflower seeds on the floor, dirt/mud on the floor or seats...) could result in an additional cost to clean the vehicle. Tobacco/Nicotine use in TCOE vehicles is strictly prohibited.
- e. Drivers of TCOE vehicles may not use wireless or cellular devices while operating the vehicle without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular devices in vehicles.
- f. If a vehicle requires service or maintenance please put in a work order through the Web Help Desk system describing the service needed.
- g. TCOE is not responsible for personal items that are left in TCOE owned vehicles.

C. INSURANCE/BREAKDOWNS

- a. Motor vehicle drivers are required by State law to show proof of insurance upon request by a law enforcement officer. TCOE vehicles are self-insured and all employees driving a TCOE vehicle while on official TCOE business are covered by the self-insurance program. A copy of the vehicle registration form as well as the insurance card can be found in the glove box as well as the vehicle folder provided when picking up the key.
- b. In the event of an accident involving the TCOE vehicle, a Vehicle Accident Report must be filled out and submitted to General Services. The form must be filled out in its entirety, along with the other parties' information, prior to submission. This form can be found in the vehicle folder issued at the time of pickup.
- c. In the event of a breakdown you may use your Cal Card or personal credit card to schedule roadside assistance and submit for reimbursement.

ATTACHMENTS:

BP 3544.1 Equipment – County Office of Education – Owned Vehicles
DMV Authorization
Fuel Use Agreement
Conference Attendance Reimbursement form
Vehicle Accident Report