TCOE VEHICLE RESERVATIONS

The Standard Operating Procedures outline the process for use of TCOE vehicles. This presentation will highlight the following:

- What are the Standard Operating Procedures?
- Conference Attendance Reimbursement Form
- Resource Scheduler Reservations
- Fuel Purchases



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.
 - Each TCOE vehicle has an assigned fuel card issued with the vehicle key.
 - You must request an employee specific Driver ID/Pin # from General Services prior to your reservation. Do not share your Driver ID/Pin #.
 - A Fuel Use Agreement must be executed by your supervisor and submitted to General Services for issuance of a Driver ID.
 - 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:
 - Vehicle Number
 - ii. Gas Card Number
 - iii. Name of individual who used the fuel card
 - iv. Purchase Order Number
 - Be sure to fuel the vehicles during your normal work hours unless you have prior approval from your supervisor.

STANDARD OPERATING PROCEDURES

The Standard Operating Procedures define the terms for use of TCOE vehicles. They are broken down into five sections:

- 1. Introduction
- 2. Acceptable Use of TCOE Vehicles
- 3. Vehicle Reservations
- 4. Department Funding
- 5. Responsibilities

All TCOE employees who drive a TCOE vehicle must be familiar with the Standard Operating Procedures.

If the vehicle requires service (low tire pressure, service light...) please put in a work order through Web Help Desk describing the service needed.

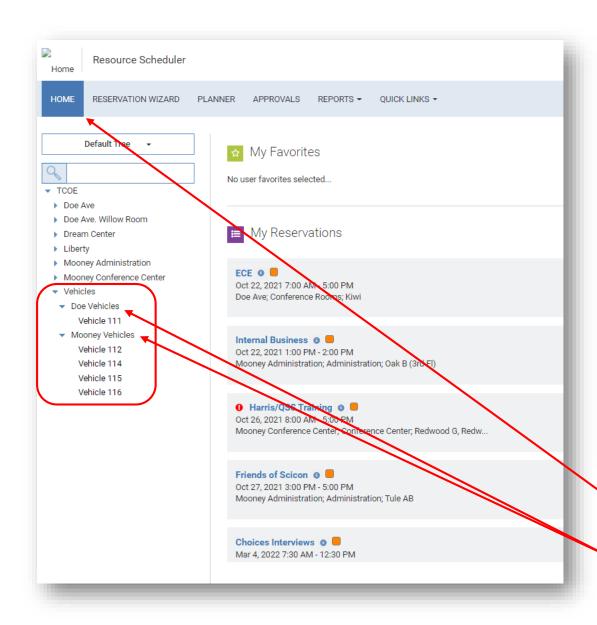
Tulare County Office of Education							Vendor #		_
Tim A. Hire. County Superintendent of Schools							PV#		_
	CONFERE	NCE ATTE	NDANC	E REIMBU	RSEME	NT			
EMPLOYEE INFORMATION:									
NAME:	LAST 4 OF S	OCIAL #:		_	DEPART	MENT/WORK LO	ATION:		
MAILING ADDRESS:	CITY:				ZIP:			CHECK IF NEW ADDRES	. п
ANTICIPATED BUSINESS TRAVEL INFORM					ZIP:			CHECK IF NEW ADDRES	s:
PURPOSE OF TRAVEL:				DESTINATIO	N:				
DRIVER:				INDIVIDUAL	IN CAR P	OOL:			_
ANTICPATED DAY , DATE, and TIME OF DEPARTURE:				ANTICPATED	DAY . DA	ATE, and TIME OF	RETURN:		_
METHOD OF TRAVEL:					7		_		
(CHECK ONE) DISTRICT VEHICLE:	RENTAL VE	HICLE:	PRIVATE	VEHICLE:		AIRPLANE:		OTHER:	
DISTRICT VEHICLE RESERVATION I certify that I have read and understand the Standard					4	. PRIOR ATTE	NDANCE AL	THORIZATION	
Operating Procedures for the use of TCOE vehicles.		RESERVATION				IMMEDIATE SU	PERVISOR		DATE:
I further certify that I possess a valid CA Drivers Licens in my name to operate the requested vehicle.	e	ENTERED	Y / N			DEPARTMENTA	I STIBEBRASON		DATE:
		VEHICLE ID							DATE:
EMPLOYEE SIGNATURE DATE:						SUPERINTENDE			DATE:
1) REGISTRATION:	IIT OFFICE C	T EDUCATI	ONI			BUSINESS U	e e	-	
	_		-			Mileage:		Per Mile	Total
VENDOR NAME:		PO#		AMOUNT:		Registration		Parking	Lodging
2) LODGING:						# of Meals:		\$10.00	
HOTEL NAME:	_	PO#	-	AMOUNT:	-	Breakfast	0		
3) # of MEALS PROVIDED IN REGISTRATION, HOTEL,	OR AIRFARE:					Lunch	0	\$15.00	
		_					0	\$25.00	
BREAKFAST LUNCH	DINNER					Dinner	0	\$6.00	
4)OTHER EXPENSES: (SPECIFY):						Incidentals			
OTHER:	_	PO#	-	AMOUNT:	-	Other		Credit Memo	_
OTHER:	_	POR	-	AMOUNT:		Taxable Meals: Tech Initials:	Y / N	Total Reimbursement	\$
ACCOUNT CODE:		700		AUTODITI:		recir illination		Total Nemico Sement	
FD RE PY GO	FN	OB	SI	co	RP	%	AMOUNT	DISTRICT VEHI	CLE CHARGE
		5200 ()						JE#:	
								DATE:	
								TECH INITIALS:	
ACTUAL BUSINESS TRAVEL INFORMATION	l:							MITTAGE:	
	_					ACTUAL MILEA	SE:	TOTA	
ACTUAL DATE AND TIME OF DEPARTURE		ACTUAL DAT	E AND TIN	NE OF RETURN		STARTING		OF MII	
EMPLOYEE PAID EXPENSES:						ENDING			
REGISTRATION HOTEL	TRANSPOR	TATION	PARKING		MISC	ODOMETER			
EMPLOYEE CERTIFICATION:									
I hereby certify that the above represents the actual	and necessary	expenses incu	rred. (To b	e signed upon	return.)				
	_	DATE		-					
		DRIE							
CLAIMANT SIGNATURE REIMBURSEMENT AUTHORIZATION:	_								
	DATE		-	SUPERINTEN	DENT or I	DESIGNEE SIGNA	TURE	DATE	

CONFERENCE ATTENDANCE REIMBURSEMENT

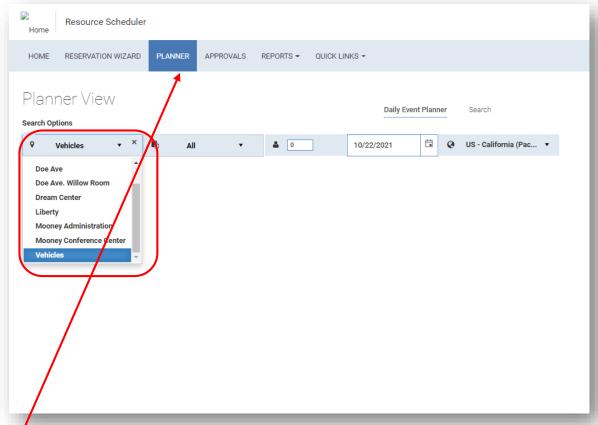
A Conference Attendance Reimbursement form must be filled out and approved prior to picking up a vehicle. Refer to the instruction form if you have questions on filling it out. Below are the items required for TCOE vehicle use.

- This section certifies that you have read and understand the Standard Operating Procedures for use of TCOE vehicles.
- Be sure to record the vehicle number that has been reserved.

- An account code is required for vehicle use charges.
- This section records the actual mileage driven.



RESOURCE SCHEDULER RESERVATIONS



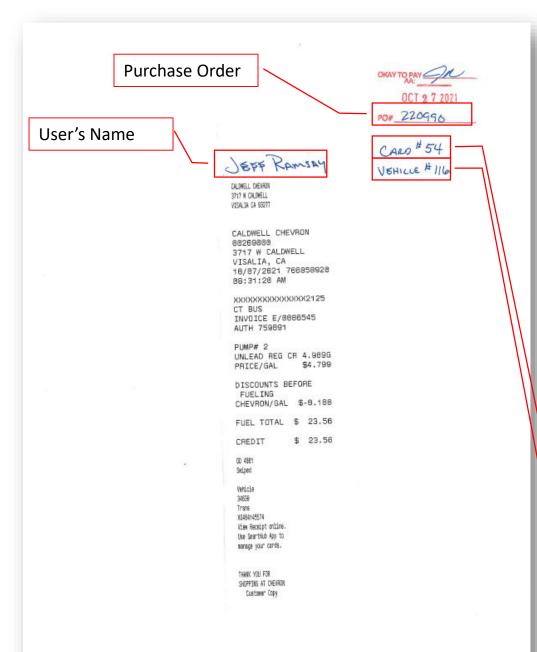
- Anyone who has access to reserve a conference room will be able to put in a vehicle reservation.
- You can use the Home or Planner tab to reserve a vehicle.
- Take note of what office the vehicle must be picked up from and returned to (Doe or Mooney).

Quick Reserve				×
Reservation Title				±
Not used.				
Color	Grey			~
Resource	Vehicle 115			~
Start Date/Time	Oct 20, 2021 💙	12 AM 💙	45	~
End Date/Time	Oct 20, 2021 🗸	1 AM 💙	45	~
Requested For				
Additional Information				
Conf. Attendance Form Approved				~
Driver				
Destination				
Out of County				~
Passengers				
				//
WEX Bank PO #				
Does the Driver have a gas ID				~
SUBMIT MORE				

RESOURCE SCHEDULER RESERVATIONS

• Fill out the top of the reservation form just like you are reserving a conference room

- Each question must be addressed in this section
- A PO for WEX bank must be opened prior to making a reservation
- The driver must have a unique Driver ID assigned to them prior to making a reservation



FUEL PURCHASES

All fuel purchases must be made through TCOE's fuel purchase program. You may go to any gas station that does not require a membership (Costco, Sam's Club...).

- Driver must have a Driver ID prior to picking up a vehicle.
 - Requires a Fuel Use Agreement to be executed with supervisor and returned to General Services.
- A WEX Bank PO must be opened prior to picking up a vehicle.
- Driver ID and vehicle mileage must be entered at the pump.

Fuel 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. Fuel Card Number
- Name of individual who used the fuel card

