

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.
 - 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.

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.

Vendor #: _____
PV #: _____

CONFERENCE ATTENDANCE REIMBURSEMENT

1. EMPLOYEE INFORMATION:
NAME: _____ LAST 4 OF SOCIAL #: _____ DEPARTMENT/WORK LOCATION: _____
MAILING ADDRESS: _____ CITY: _____ ZIP: _____ CHECK IF NEW ADDRESS:

2. ANTICIPATED BUSINESS TRAVEL INFORMATION:
PURPOSE OF TRAVEL: _____ DESTINATION: _____
DRIVER: _____ INDIVIDUALS IN CAR POOL: _____
ANTICIPATED DAY, DATE, and TIME OF DEPARTURE: _____ ANTICIPATED DAY, DATE, and TIME OF RETURN: _____

METHOD OF TRAVEL: (CHECK ONE) DISTRICT VEHICLE: RENTAL VEHICLE: PRIVATE VEHICLE: AIRPLANE: OTHER:
3. DISTRICT VEHICLE RESERVATION
I certify that I have read and understand the Standard Operating Procedures for the use of TCOE vehicles.
I further certify that I possess a valid CA Drivers License in my name to operate the requested vehicle.
RESERVATION ENTERED: Y / N
VEHICLE ID # _____
EMPLOYEE SIGNATURE _____ DATE: _____

4. PRIOR ATTENDANCE AUTHORIZATION
IMMEDIATE SUPERVISOR _____ DATE: _____
DEPARTMENTAL SUPERVISOR _____ DATE: _____
SUPERINTENDENT or DESIGNEE SIGNATURE _____ DATE: _____

5. TRAVEL EXPENSES PAID BY TULARE COUNTY OFFICE OF EDUCATION:
1) REGISTRATION:
VENDOR NAME: _____ PO# _____ AMOUNT: _____
2) LODGING:
HOTEL NAME: _____ PO# _____ AMOUNT: _____
3) # of MEALS PROVIDED IN REGISTRATION, HOTEL, OR AIRFARE:
BREAKFAST _____ LUNCH _____ DINNER _____
4) OTHER EXPENSES: (SPECIFY):
OTHER: _____ PO# _____ AMOUNT: _____
OTHER: _____ PO# _____ AMOUNT: _____

BUSINESS OFFICE USE ONLY

Mileage:	Per Mile	Total
Registration	Parking	Lodging
# of Meals:		
Breakfast	\$15.00	
Lunch	\$25.00	
Dinner	\$6.00	
Incidentals		
Other	Credit Memo	
Taxable Meals: Y / N		\$
Tech Initials:		Total Reimbursement

6. ACCOUNT CODE:

FD	RE	PP	GO	FN	OB	SI	CO	RP	%	AMOUNT	DISTRICT VEHICLE CHARGE
					5200						
											JE #: DATE: TECH INITIALS:

7. ACTUAL BUSINESS TRAVEL INFORMATION:
ACTUAL DATE AND TIME OF DEPARTURE _____ ACTUAL DATE AND TIME OF RETURN _____ ACTUAL MILEAGE: _____ TOTAL # OF MILES DRIVEN _____
EMPLOYEE PAID EXPENSES:
REGISTRATION _____ HOTEL _____ TRANSPORTATION _____ PARKING _____ MISC _____
ODOMETER STARTING _____ ENDING _____
ODOMETER _____

8. EMPLOYEE CERTIFICATION:
I hereby certify that the above represents the actual and necessary expenses incurred. (To be signed upon return.)
CLAIMANT SIGNATURE _____ DATE _____

9. REIMBURSEMENT AUTHORIZATION:
DEPARTMENT SIGNATURE: _____ DATE _____ SUPERINTENDENT or DESIGNEE SIGNATURE _____ 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

Resource Scheduler

Home

HOME RESERVATION WIZARD PLANNER APPROVALS REPORTS QUICK LINKS

Default Tree

My Favorites

No user favorites selected...

My Reservations

- ECE
Oct 22, 2021 7:00 AM - 5:00 PM
Doe Ave; Conference Rooms; Kiwi
- Internal Business
Oct 22, 2021 1:00 PM - 2:00 PM
Mooney Administration; Administration; Oak B (3rd Fl)
- Harris/OCS Training
Oct 26, 2021 8:00 AM - 5:00 PM
Mooney Conference Center; Conference Center; Redwood G, Redw...
- Friends of Scicon
Oct 27, 2021 3:00 PM - 5:00 PM
Mooney Administration; Administration; Tule AB
- Choices Interviews
Mar 4, 2022 7:30 AM - 12:30 PM

Vehicles

- Doe Vehicles
 - Vehicle 111
- Mooney Vehicles
 - Vehicle 112
 - Vehicle 114
 - Vehicle 115
 - Vehicle 116

Resource Scheduler

Home

HOME RESERVATION WIZARD PLANNER APPROVALS REPORTS QUICK LINKS

Planner View

Daily Event Planner Search

Search Options

Vehicles All 0 10/22/2021 US - California (Pac...)

- Doe Ave
- Doe Ave. Willow Room
- Dream Center
- Liberty
- Mooney Administration
- Mooney Conference Center
- Vehicles

- 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

Resource

Start Date/Time

End Date/Time

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:

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



Card Number

Vehicle Number

Purchase Order

User's Name

JEFF RAMSAY

OKAY TO PAY
AAC: *JR*
OCT 27 2021
PO# 220990

CARD # 54
VEHICLE # 116

CALDWELL CHEVRON
3717 W CALDWELL
VISALIA CA 93277

CALDWELL CHEVRON
00200000
3717 W CALDWELL
VISALIA, CA
10/07/2021 700050920
08:31:20 AM

XXXXXXXXXXXXXXXXXX2125
CT BUS
INVOICE E/0006545
AUTH 759091

PUMP# 2
UNLEAD REG CR 4.9000
PRICE/GAL \$4.799

DISCOUNTS BEFORE
FUELING
CHEVRON/GAL \$-0.188

FUEL TOTAL \$ 23.56
CREDIT \$ 23.56

ID 4001
Shipped

Vehicle
34056
Trans
03404145574
View Receipt online.
Use SearchHub App to
manage your cards.

THANK YOU FOR
SHOPPING AT CHEVRON
Customer Copy