

VEHICLE REQUEST FOR IN-COUNTY TRAVEL STANDARD OPERATING PROCEDURES

- TASK:** Provide guidelines for requesting school-district vehicle(s) for in-county travel for Building 3001 staff. Provide point of contact information for vehicle requests, fueling inquiries, and reporting miscellaneous vehicle-related items.
- AUTHORITY:** Duval County School Board
- RESPONSIBLE STAFF MEMBERS:** Building 3001 occupants
- TIME FRAME/
FREQUENCY:** Daily
- PROCESS:**
- Prior to vehicle utilization, the requesting employee will provide and a copy of their drivers' license to Fleet Management. It can be e-mailed, fax (#858-1430) or forwarded through school mail to Fleet Management, Building 3003.
 - The vehicles will be available for pick-up and return at Building 3001. The driver will sign for and pick up the keys, and obtain a travel destination log sheet from Front Desk/Security at 3001. The driver will perform a walk around inspection of the vehicle and note any problems. The driver will return the keys, completed travel destination log sheet (TDL), and sign the vehicle back in once the travel is complete to the 3001 Front Desk/Security.
 - The vehicle will come with a full tank of gas, subsequently; the driver will call Fleet Management (858-1501) for additional fuel, if necessary.
 - Any vehicle problems, contact Russ Kahoe (#401-0770) or Steve Belger (#662-4193) immediately regardless of the time.
 - Drivers will insure all insurance and tag registration is in the vehicle before using. Driver(s) will follow all state driving laws.
- COORDINATION:** Duval County School Board

Operations Department
Consolidated Services/Fleet Management

APPROVAL:

Duval County School Board

GOAL:

Standard process for requesting and usage of school-district vehicles dedicated to school-district staff at Building 3001.