

VEHICLE REQUEST FOR OUT-OF-COUNTY TRAVEL STANDARD OPERATING PROCEDURES

TASK: Provide guidelines for requesting school-district vehicle(s) for out-of-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:

- When requesting a school district vehicle call Fleet Management at #858-1501 to determine availability at least five business days in advance.
- An e-mail request must be forwarded to the Fleet Management department Russ Kahoe, Steve Belger, and Gail Archer as a follow-up to the initial request. This must occur prior to utilizing the vehicle. The requesting employee will provide a list of all potential drivers and copy of their valid Florida Drivers license, destination, dates of usage, department RC #. This information can also be forwarded through school mail to Fleet Management, Building 3003.
- The vehicles will be available for pick-up and return at a prearranged site. The driver will sign for and pick up the keys, obtain a travel destination log sheet (TDL) from Fleet Management and perform a walk around inspection of the vehicle and note any problems. Once travel is completed, the driver will meet with a Fleet Representative at a predetermined location to return keys and provide a completed TDL.
- The vehicle will come with a full tank of gas and is to be returned with a full tank of gas. The driver/requester will purchase any additional gas. The driver will keep receipts and submit them to Accounts Payable for reimbursement on appropriate District form.

- For 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. It is the responsibility of all employees who operate school district vehicles to maintain and possess a valid Florida Drivers License.

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.