

# VEHICLE CHECK OUT PROCEDURES

September 2012

1. Agency vehicles are to be used for **Head Start Business only** and not as a transportation source to regularly assigned work sites.
2. The vehicles must be scheduled through the Front Desk. They will assign the vehicle to be used and make arrangements for the driver to obtain the vehicle bag during office hours 7:00 AM - 5:00 PM. Vehicle use arrangements must be made **prior to 4:00 p.m. on Friday**, as keys **will not be accessible on weekends or after hours**.
3. Vans will be assigned when transporting families, larger groups, out of town travel needs, or for transporting larger items. Cars will be assigned for smaller groups or single drivers.
4. Vehicles may only be checked out **ONE** day at a time prior to use. Out of area (Portland etc.) training trips, carpooled trips, and meetings are excluded from this requirement. Travel to Josephine County has priority over Jackson County use.
5. Vehicle bags may be picked up when staff are ready to leave for their trip unless they will be leaving after hours.
6. Children may only be transported in Agency vehicles to medical services or to access other services. A parent must be present when transporting a child unless it is an emergency situation. The driver must have completed Type 10 training.
7. Agency vehicles may **NOT** be used for moving families.
8. Drivers are expected to meet the following conditions:
  - a. **The vehicle must be returned clean and free of any spills and debris.** All beverages **MUST have lids. Children may not eat or drink in vehicles.** Cleaning supplies are available at the office front desk.
  - b. If you will be leaving **later than your scheduled time** or **not at all**, you must inform front desk **ASAP**. If you have not left within 30 minutes of your scheduled time, the vehicle may be given to someone else if needed.
  - c. Vehicles must be **returned on time**. You must call in to the office if for some reason you cannot return at the scheduled time.
  - d. Vehicles must be returned to the office after initial use unless prior arrangements have been made to keep them longer. Vehicles are not to be kept at a center all day.
  - e. A vehicle may not be kept overnight, other than during out of town travel, unless first approved by the Operations Manager or the Operations Director.
  - f. Vehicles must be returned at least ½ full. Vehicles have assigned gas cards in the vehicle bags. Use Visa cards for gas on Out of Town trainings to purchase gas. (Vehicle gas cards will be removed from the bags by the front desk staff prior to Out of Town trips.) Credit cards and keys are to be returned to the front desk in the vehicle bag with the trip voucher filled out and gas receipts.
  - g. If a vehicle is being returned after hours, and the occupants of the vehicle do not have an office key, Jackson County will deposit the vehicle keys in the security box in front of the Red Building. Josephine County will leave vehicle keys inside the vehicle bag and place it in the glove box or under driver's seat and lock the vehicle. Main Office vehicles **must also be parked inside the gates and the gates locked.**

**Failure to follow these procedures may jeopardize future use.**

## **BUMPING POLICY:**

Notice is required to bump a scheduled vehicle unless:

The person scheduled agrees to being bumped, if not, will be resolved by the Operations Manger and/or Operations Director, after reviewing the case, determines that the situation warrants “bumping”.

**Advocates who have scheduled Dr. appointments for children will have precedence over local staff travel.**

## **PROPER USAGE OF VEHICLE:**

1. Vehicles are to be driven within the guidelines set by Ore. State Dept. of Transportation. Traffic violations incurred will be the sole responsibility of said driver, and may be grounds for prohibiting future use of vehicles.

2. **Cell phones are not to be used while driving.** You must pull off road to use.

3. **No smoking** in agency vehicles.

## **ACCIDENT OR DAMAGE**

If you are in an accident, you must call Operations Manager **immediately**. Proceed with the instructions on the emergency card in the vehicle bag. **Any** damage to the vehicle **must be reported** to front desk when the vehicle is returned, or if minor, on the green “vehicle trip report” sheet.