

CBOCES VEHICLE CHECK-OUT PROCEDURES

All staff will have access to the agency vehicles if they are available for check-out. The Centennial BOCES Administration Department will monitor vehicle use. Please advise the Administration Department of any specific vehicle concerns upon use of the agency vehicle. The following procedures have been established:

- The Media Subaru is not available for check-out on Thursdays.
 - This vehicle will be checked out on a first come – first served basis
- The Nissan van is available for check-out every day; however, SWAP and Special Education staff will have priority in using this vehicle and if you have it reserved and they need it you may be “bumped” from using the vehicle. **Please note:** The van is to be used when four or more people are being transported. The van is not for single occupants driving to and from work locations.
- A copy of a valid driver’s license will be maintained with the Business Services office for all employees utilizing the agency vehicles.
- Per our insurance coverage, all employees driving a company vehicle need to have their driving records checked annually. To achieve this, you will need to fill out a “Permission for Release of Individual Records” form (form 110). Please send or give the form to Mandy Sage.
- **The agency vehicles will not be available to staff without these requested documents on file.**
- Please reserve vehicles through Anna Segura at the Fort Morgan office through phone call or email. If Anna is unavailable contact Luis Tovar (Luis serves as the backup for Anna). If Anna and Luis are unavailable, please reserve the vehicle through Bela Russell. Also, there are two folders in Outlook under Public Folders – All Public Folders titled CBOCES Vehicle – Ft. Morgan and CBOCES – Greeley. Staff can check here to see availability of the vehicles.
- Before using the vehicle, you need to obtain the binder that contains the keys, gas card, receipts, and trip log from the file cabinet in the front office at Greeley or from Anna in Fort Morgan. The trip log is maintained in each notebook. Each staff member using the vehicle must complete the log when signing out and returning the vehicle. Make sure you write legibly and include your first and last name, date, mileage, destination, purpose, and program. The entire binder must be returned to the front desk in Greeley or Anna in the Morgan County CBOCES office at the conclusion of the trip.
- **All users will return the vehicle with at least a half tank of gasoline.** If you are at the gas station and have an issue with the gas card you can call the toll free number on the back of the card for immediate assistance.
- It is the responsibility of each vehicle user to keep the interior of the vehicle clean. The Administration Department will handle maintenance and exterior cleaning.
- Each department using the vehicle will be charged a mileage expense on a monthly basis. This rate will cover the costs for gasoline, maintenance, and replacement account. The rate is .09 per mile below the approved employee monthly rate. Costs will be allocated by the Administration Department on a monthly basis based on miles per program.