

Three MCOE vehicles are available for occasional travel (e.g. districts, meetings, trainings, & conferences etc.) incurred while employees are performing authorized services for the County Office of Education in accordance with policies and regulations. See SP 3420.00

#1 Honda Accord #10 Subaru Legacy #15 Subaru Forester Hatchback

Reserving a car: Your department's administrative support staff can reserve a car for you using the room reservation calendar. Reserve an available car for each date and the specific hours needed just as you would a conference room. **Enter the driver's name, destination city and meeting in the "Internal Notes" box on the reservation page.**

Pick up the key and the gas card from M&O (*Office hours M-F 7:30 – 4:15, closed 12-12:45 for lunch*) at the beginning of your reservation. **If you need to depart before 7:30am to reach your destination in time, you may request approval to store the car overnight at your residence. See requirements below*.**

Record your usage on the vehicle clip board. Beginning and ending dates and odometer readings, total miles driven, Event/Destination, Total of Driver and passengers, Department, and code (**same as copier code-list is printed on the back of the log sheet**), driver's initials.

Fuel the car before you return if ½ tank or less, using the fuel card issued when you picked up the key.

Return the car promptly to the designated parking spot in front of Maintenance, remove all trash, personal belongings & equipment. Be sure to complete your entry on the clip board, **roll up the windows and lock the car.** Returning the key, gas card, and gas receipts promptly to M&O will allow others maximum access to the cars. A night key deposit box is available by the M&O door if needed.

Please report any problems, cleanliness issues or gaps in the odometer readings to M&O immediately.

Miscellaneous Considerations:

- *If required for early departure, overnight parking at your residence must be approved in advance by your supervisor and M&O via email. The address the vehicle will be stored must be included in the request **and shown in the "Internal Notes" box on the reservation page.** MCOE vehicles shall not be taken off the paved road.
- Use the right vehicle for the job, if available. When hauling equipment or supplies the hatchback Forester may be the better choice.
- **Only employees and persons involved in MCOE business may be transported in MCOE vehicles per insurance requirements.**
- **If plans change and the car will not be used, cancel the reservation so others may have it!**

If no vehicle is available please compare the cost to MCOE of a rented car vs. mileage reimbursement and use the lowest cost option if possible.

MENDOCINO COUNTY OFFICE OF EDUCATION

Adopted: March 21, 2017

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