

VEHICLE CHECK-OUT AND USE PROCEDURE

In recognition of the high risks associated with motor vehicle operation, Southwest Technology Center has implemented the following requirements:

- a. All employees who operate vehicles for Southwest Technology Center must have a valid Oklahoma driver's license, operator, commercial or chauffeur's license as required for the equipment being operated.
- b. Only Southwest Technology Center employees are permitted to operate school owned equipment/vehicles. (Unless approved by the BOE for other individuals operation of vehicles)
- c. School administration approved guests are permitted to ride in school owned vehicles.
- d. Employees and guests are required to obey all Oklahoma traffic regulations. This includes wearing a seatbelt while in a school vehicle or wearing a seatbelt in any vehicle while conducting school business. Cost for violations of traffic laws are the responsibility of the employee.
- e. Employees must report any mechanical problems which may arise while operating school owned equipment/vehicle. Only after equipment/vehicle inspections and repairs are made will equipment/vehicle be released for use.
- f. Employees must report all vehicle accidents as required by city and state accident reporting procedures. Employees involved in vehicle collisions will report the incident to their supervisor or designee immediately after contacting the local law enforcement agency.
- g. Oklahoma law prohibits texting while driving.

Location for Vehicle Check-out: All vehicles, as well as fuel credit cards and pike passes, will be checked out at the The front administrative office. Keys and fuel cards will be kept secure in the front administrative office by the administrative assistant. Pike passes are on all school vehicles.

Check-out: To check out, sign and date on the sheet designated for the date and vehicle to be used. Vehicle selection may be changed to accommodate multiple requests. In addition to the vehicle key, the ring has a credit card holder attached; a north building key, and a security gate key.

Upon return, the person checking out the vehicle is responsible for:

1. Insuring the vehicle has been refueled and is returned to full.
2. Checking the vehicle for any trash and removing the trash.
3. Making a note of any needed maintenance or problem, completing the form in the glove compartment, and returning the keys.
4. Parking the vehicle **in designated SWTC fleet vehicle parking.**
5. **Locking the security gate (if after regular hours).**
6. Returning vehicle **keys, fuel credit cards, and maintenance form**, as needed to the front office. Returning all **fuel credit card receipt(s)** to the encumbrance clerk upon return to campus, or by 8:00 a.m. the following workday. Night clerks can handle these processes when available. **Credit card receipts must be signed, the purpose of the trip and destination written someplace on the receipts.**

Vehicle Needed Before 8:00 a.m.: Make arrangements to check out the previous workday. Night clerks may assist when available.

NOTICE: Anyone checking out a vehicle is **responsible** for following the above procedures and for the security of the keys, card, and pass; **only adult SWTC employees shall be given access to vehicles.**

Adopted: **November 24, 2003, as policy P-144**