

VEHICLE CHECK OUT & FUELING

May 25, 2016

Protocol for Greenfield

State vehicles and fueling cards are located at the front Security Desk. ITS and Signals unit has their own vehicles and procedures for State Vehicles. If you need a vehicle for official State business you can reserve it on the Outlook calendar. Please look for vehicle availability in the outlook appointment process.

In Microsoft outlook, look at calendars for:

1. DOT TrafficEng Greenfield 230486 Dodge Avenger
2. DOT TrafficEng Greenfield 230273 Dodge Caravan
3. DOT TrafficEng Greenfield 240109 Dodge Caravan
4. DOT TrafficEng Greenfield 230339 Ford Explorer

Checking Out Vehicles

Please Reserve all State vehicles on the Outlook Calendar (see above).

1. The vehicles have a check-out log book located in a notebook at the Security Desk.
2. The log book has a mileage log that must be filled out for each trip.
3. The book will also contain a fuel card and badge to return the vehicle after hours.
4. Under the appropriate section record and the date, your initials and the mileage.
5. The keys to each car are located in the notebook
6. All vehicles must be on full or refueled before they can be return.

Checking in Vehicles

1. When returning the vehicle to the parking area write down ending mileage, make sure the vehicle is fueled up and ready to go. If you notice any issues please report them to the Business Officer.
2. All State vehicles will be secured in the fenced-in area, and locked.

Carwash and Vacuuming of Vehicles

Each vehicle will be washed and vacuumed at least once a quarter. The cars are assigned to employees that ensure the vehicles are maintained.