



SLOCOE VEHICLE USAGE

- Vehicles owned or leased and furnished by SLOCOE are to be used exclusively for organizational purposes. Operators must be SLOCOE staff. Vehicle Safety Module must be on file & with a copy of driver's license with MOT.
- Personal use of SLOCOE vehicles is prohibited. No transportation of non-service animals.
- All gas receipts must be turned in for Voyager card use. Mileage must be logged in binder start & end trip.
- Departments are responsible for the authorization and proper use of SLOCOE vehicles by staff members.
- Staff members are responsible to operate SLOCOE vehicles according to SLOCOE policies and Federal, State & local laws.
- Drivers should refrain from using cell phones or personal listening devices while driving SLOCOE vehicles, or rentals. TOBACCO use in any form is prohibited; i.e. chewing tobacco, e-cigarettes, etc
- Vehicles assigned to designated drivers through their work year need to be inspected prior to operation. Confirm that the following features are working properly: brakes, lights, signals, wipers, mirrors, horn, evidence of fluid leaks and condition of tires. If service of a vehicle is needed contact MOT at 805-782-7250.
- LOST or STOLEN LICENSE PLATES MUST BE REPORT IMMEDIATELY TO NEAREST CHP OFFICE AND FILE A CHP 180 FORM. Ensure that you notify and provide a copy of the report to MOT.
- Vehicle is to be cleared of personal items and all debris incurred by the driver.

VEHICLE BREAKDOWN

Contact MOT during regular business hours at 805-782-7251 (Monday - Friday 7:30 a.m. - 5:00 p.m.) For after hour emergency, contact:

1. MOT Supervisor Nelson Payton at 805-782-7253
2. Administrative Assistant Jennie Curto at 805-264-9817
3. Director of Operations Hugo Bastidos at 805-602-8570

LOCAL TRAVEL PROCEDURE

If breakdown is local during regular business hours, first contact MOT and we will arrange to have vehicle towed to: Wrona's Auto Repair, 109 South Street, San Luis Obispo, CA 93401

OUT OF TOWN PROCEDURE:

Contact VOYAGER CUSTOMER SERVICE at 1-800-987-6591, Press 1 at prompt, for assistance in getting to a repair shop. You will have to provide your Voyager Card Number and Expiration date.

Minor repairs such as broken belts or hoses, flat tires, etc. can be charged at any service station with the Voyager Card that is assigned to the vehicle. Remember to KEEP ALL RECEIPTS, and turn them in to MOT at the end of your trip.

- **IF USING A RENTAL VEHICLE; USE RENTAL COMPANY GUIDELINES FOR ROADSIDE ASSISTANCE**

TRAFFIC COLLISION:

In the event of an EMERGENCY, CONTACT 9-1-1. If injuries have occurred, take appropriate medical action first. Secure the occupants and vehicle if safely possible. Both injury and non-injury vehicle accidents must be immediately reported to law enforcement; provide a report number to MOT. Employee's manager must be notified and the SISC Vehicle Accident Report must also be completed immediately with forwarding to MOT for insurance purposes. Obtain a copy of report and forward it to MOT.



OPERATIONAL SERVICES DEPARTMENT 3420 Watson Dr., San Luis Obispo, CA 93405

VEHICLE REQUEST FORM

(In order to ensure vehicle availability, this form must be submitted to Operational Services one week prior to departure)

Date: _____ Requestor & Dept: _____ Contact # _____

Driver's Name: _____ Number of Passengers: _____

Use Purpose: _____ Destination: _____

Vehicle Pick-up Date: _____ Time: _____

Vehicle Return Date: _____ Time: _____

Authorizing Signature: _____ Has driver read form "SLOCOE Vehicle Usage"? _____

NOTE:

Budget Code must use Object **5721- Transportation** (In Lieu of Object 52XX for Conference)

Budget Code must use Object **5754- Transportation** (For other than conference or fund "01")

XX-9999-9-XXXX-9999-9999-999-9999-9999
Fund-Resource-Year-Goal-Func-Object-School-Mgmt-Unit

Budget Code: _____ %

Budget Code: _____ %

Budget Code: _____ %

THIS SECTION FOR OPERATIONAL SERVICES USE ONLY

Vehicle: _____ Pick up date & time: _____ Date & Time _____

Keys & Refueling Cards Returned? _____ Mileage Start: _____ Mileage End: _____

Daily Rate \$28./ Number of days used: _____ Rate per mile @ \$0.40 per mile, cost= _____

Mileage Cost \$ _____ + Number of days _____ =Total Cash Transfer: \$ _____

CASH TRANSFER TO: [] EXTERNAL ACCT LINE 01-0000-0-8699-0000-8410-0000-6000-0000 \$ _____

CASH TRANSFER TO: [] INTERNAL ACCT LINE 01-0000-0-5721-0000-8410-0000-6000-0000 \$ _____

CASH TRANSFER TO: [] INTERNAL ACCT LINE ___-0000-0-5754-0000-8410-0000-6000-0000 \$ _____

AP USE: Transfer #: _____ Date: _____