

Area: Fiscal Systems

Subject: FS20 - Van Check-Out H Street

Reference:

Policy: Van Check-Out Procedure for H Street-based vans

Procedure:

Van keys are kept at the receptionist's desk. She handles all van checkouts. In her absence, van check-outs are handled by the person covering her desk. Vans are parked at the SCOE Media Center. Employees must always remember that vans are used often. Every effort must be made to return vans by the reservation end time and to return the vans free of trash/clutter and filled with gas.

When checking out a van, the Receptionist will click on the Outlook Calendar in the Public Folders sections of the SCOE email server and do the following:

1. Check for van availability on the date(s) needed and enter the employee's name who is checking out the van on the subject line
2. Under location, enter the destination where the van will be taken
3. Enter the exact time that the van will be needed. If the van is needed all day, then click on all day event
4. Save the appointment, then double click the posting to make sure everything showed up correctly.
5. If the van needs to be picked up the night before the actual date needed, employee must note it in the reservation binder.
 - a. Employee must submit a Van Authorization form to his/her immediate supervisor prior to the date needed for authorization to have a van overnight.
 - b. Once approved by the immediate supervisor, the Van Authorization form is returned to the Office Supervisor for filing.
6. If the van will be returned the day after actual date needed, employee must note in the reservation binder the date and time that it will be returned.
 - a. Employee must submit a Van Authorization form to his/her immediate supervisor prior to the date needed for authorization to have a van overnight.
 - b. Once approved by the immediate supervisor, the Van Authorization form is returned to the Office Supervisor for filing.
7. On the date needed, employee will pick up the clipboard for the appropriate van and use the van.
8. Employee is to return the van to the SCOE Media Center according to their reservation.
 - a. If the van cannot be returned according to the reservation, the employee must call their immediate supervisor or the Office Supervisor.
 - b. If the van is returned after the time that the employee is allowed access to the office, the clipboard with the keys and gas cards is to be placed in the Office Drop Box.
 - c. If van checkout was approved for overnight use, the van and the clipboard with keys and gas cards are to be returned at the beginning of the following business day.

9. When completed with the van, the employee needs to do the following:
- If less than $\frac{3}{4}$ of a tank of gas exists, completely fill the gas tank. If gas tank is filled, the receipt for the gas purchase is to be placed in the envelope with the gas card and placed back inside clipboard.
 - Park van in its designated parking spot
 - Lock all doors
 - Roll up all windows
 - Remove all personal and business belongings
 - Return clipboard to rolling cabinet by receptionist's desk.

Tip on cleaning up spilled drinks:

Get some type of towel and apply pressure to the spill so that the towel will soak up the liquid. Be sure to notify the Office Supervisor of the spilled drink so that the carpet can be cleaned.

Supervised by: CFS Management

Performed by: Division Staff

Forms needed: Van Authorization Form (if needed)

Frequency: Ongoing