

Area: Fiscal Systems

Subject: FS35 – Car Washes

Reference:

Policy: Car wash tickets will be used to maintain the appearance of CFS vehicles.

Procedure:

1. Car Wash tickets will be purchased for either 5 Minute Car Wash on Oakdale Road or Prime Shine Express. The Office Supervisor will be responsible for ordering, distributing and accounting for the tickets.
2. Car wash tickets will be placed in the vehicle clipboards/binders on a monthly basis or as needed.
3. The Office Supervisor will maintain a log containing the vehicle number, car wash ticket number, and date it was placed in the clipboard/binder to ensure accurate accounting for the tickets.
4. It is the responsibility of those checking vehicles out to ensure they are clean. Staff should allow extra time for taking the vehicle to the car wash if it is in need. Staff will use the tickets in the vehicle's clipboard/binder to pay for the wash and note the wash in the comment section of the vehicle's log sheet.
5. Staff using CFS vehicles will be responsible for letting the Office Supervisor know if the clipboard is out of car wash tickets or if there are any serious cleaning issues such as spilled drinks or stains.

Supervised by: Office Supervisor

Performed by: Approved drivers checking out CFS vehicles and Office Supervisor

Forms needed: CFS Vehicle Log Sheet

Frequency: Ongoing