



Operations Manual

Governed By: Fiscal	Effective Date: 04/01/2013
Procedure: Agency Vehicles # 7	Updated Last: July 2013
Purpose: Adhere to policies set forth for employee use of agency vehicles.	
Refer to Policy #:	

Summary:

Employees that use agency vehicles for company business are responsible that the car has fuel and is maintained properly. The following guidelines should be followed:

- Fiscal staff should receive gas receipts for vehicles within a week of the purchase.
- Vehicle mileage log should be sent to Nancy Uber (Executive Assistant) monthly for review. She will then pass on to fiscal staff.
- Employee should process necessary purchase request for upkeep (oil change, tire rotation, etc.) of vehicle. Work should not be completed until purchase order is approved.
- Executive assistant will maintain log of vehicles' dates for inspection and registration.
- Employees should treat agency vehicles properly.



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