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VEHICLE USAGE PROTOCOL & PROCEDURES

The following is a list of vehicles available to BOCES staff:

Durango Vehicles:

- 2011 Silver Subaru Impreza 2011 Lic# 095WWQ
- 2004 White Tahoe Suburban 1500 Lic# 381KNP
- 2009 Blue Ford Escape XLT SUV Lic# 337RZH

Dolores Vehicles:

- 2004 Blue Ford Freestar van Lic# 877MVJ
- 2017 Silver Subaru Forester Lic# QHK218

VEHICLE USAGE

The primary purpose of BOCES vehicles is to:

- Provide transportation for Special Ed staff to BOCES school districts
- Transport children for specific purposes
- Engage in long distance travel for appointments/meetings, conferences or events
- BOCES vehicles can only be used for driving to “non-home assignments” or around a “home assignment” that you are servicing. In other words, if you live in Durango, but your home assignment is Mancos and Dolores, you are **ineligible** to check out a Durango vehicle to drive to Mancos or Dolores.
- When multiple vehicle requests are made on the same day, drivers who will be traveling the **greatest distance** will have priority. However, requests for **student transports**, will have ultimate priority over distance.

RESERVING A VEHICLE

The vehicle reservations are contained on Dolores or Durango shared Google calendars – **Durango Vehicles** and **Dolores Vehicles**.

You must book all vehicle reservations via Cherrie Brock (West) Lorie Sutter (East) Scheduling Coordinator:

cbrock@sjboces.org 970-247-3261 ext. 301
lsutter@sjboces.org 970-247-3261 ext. 103

Please email your **date(s) needed**, **departure city and destination**, and be sure to mention **if you will be transporting a child** so that determination can be prioritized when consulting the calendars.

If there is availability for a vehicle on the day you requested, your reservation will be placed on the vehicle calendar and you will receive an invitation through Google Calendar. You can respond by saying Yes, Maybe or Decline. Your reservation will appear on your calendar as an all-day event and viewable on your phone. If a change is made to your reservation and if you are bumped due to another driver's priority, you will receive an updated reservation.

If all vehicles are reserved on the day you requested, you will be placed on a **WAITLIST** in the event one becomes available. You will receive a Google invite for Waitlist vehicles. Should a car become available, you will receive a formal Google invite.

If you have a car reserved and do not need it, contact the Scheduling Coordinator as soon as possible.

Vehicles are to be returned each night. Vehicles are not to be parked overnight at personal residence without special permission.

Sample view of the Dolores and Durango Vehicle Calendars

Mon 12/19	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23
Pam Wilderson: New-Bu -Do	Raleigh Marmorstein - Van to	Pam Wilderson - New-Bu to I	Raleigh Marmorstein - van fo	Waitlist: Hollye B-Ignacio
Sarah Harmeyer- Van to Cort	Sheri Higgins: New-Bu to RIC	Sarah Harmeyer - Van to Dov	Sarah Harmeyer- New-Bu to	Waitlist: Janis Milliet- Tues-BI
Liz Cosgrove: Bayfield-Blue E	Waitlist: Sheri Higgins to Cort	Waitlist: Hollye B-Ignacio	Waitlist: Hollye B- Florida Me	Waitlist: Sarah Brooks-FL, SS
Waitlist: Hollye B-Ignacio	Waitlist: Pam Wilderson - Blu	Waitlist: Janis Milliet- Tues-BI	Waitlist: Janis Milliet- Tues-BI	
Waitlist: Janis Milliet- Tues-BI	Janis Milliet- Tues-BF>IG Fri	Waitlist: Liz Cosgrove: BF & S	Waitlist: Liz Cosgrove: Bayfie	
	DHI: Student Transport-Subu	Waitlist: Robyn Kellog- FM	Waitlist: Silverton Team	
	Liz Cosgrove: Bayfield -Silver	Waitlist: Sarah Brooks Sunny	Waitlist: Wendy Fenton Anim	
	Waitlist: Hollye B- Florida Me	Waitlist: Shannon Donnaway-		
	Waitlist: Janette Rion-Ignacio			
	Waitlist: Sarah Brooks FL			

INSURANCE

The insurance cards for Colorado School Districts Self Insurance Pool are located in the glove compartment of each vehicle. The cards should remain in the vehicles at all times.

IN CASE OF EMERGENCY, ACCIDENT OR VEHICLE PROBLEMS

If you find yourself in a motor vehicle accident, refer to the Colorado School District Self Insurance Pool pamphlet that is stored in the glove compartment of each vehicle alongside the insurance and registration cards. Follow the instructions, which indicate that you will need to gather as much information as possible from the accident and then call the following people:

- **911** – if authorities have not yet arrived on the scene
- **Mandi Birge**, Director of Business Services (970) 560-0107
- **Colorado School District Self Insurance Pool** (303) 722-2600 or (800) 332-3556

If the vehicle is simply broken down and requires towing within Durango City limits, please call McKnight's Towing at (970)247-4447. You will not be asked to pay for towing; McKnight's will bill BOCES. Vehicle should be towed to Morehart, 33 Parker Ave, Durango.

If the vehicle needs to be towed from outside of the Durango area, please have it towed to the nearest reasonable mechanic. Immediately call –

- Cherrie Brock, 970-247-3261 ext. 301 or
- Mandi Birge, 970-560-0107

One of them will report a claim in case of an accident. However, if you cannot reach Cherrie, or Mandi, if you have an accident on a weekend or holiday, please call:

Cecilia Olmos – Claims Services Representative for CSDSIP
(800) 332-3556, (720) 570-4554, Cecilia@CSDSIP.net
Specializing in Auto, Property, Liability, and High Severity Claims 2

NOTE ON LONG DISTANCE TRAVEL

If you are travelling outside the immediate regions in which BOCES holds a gas charge card or station charge account, please be advised that you will be reimbursed for gas upon submission of all applicable receipts and a BOCES *Expense Report*. Blank expense reports can be downloaded from the Staff Resources page on the BOCES website. It is listed as the first item under **Forms**.

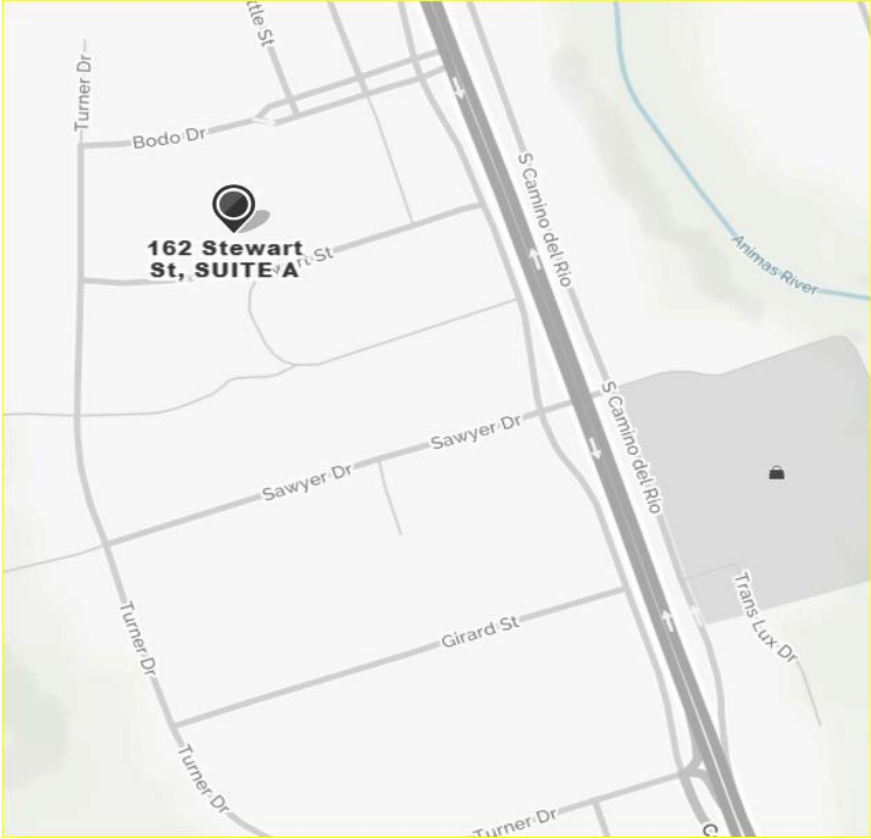
Weblink: http://sjboces.org/staff_resources.htm

PICKING UP VEHICLES

DURANGO:

The Silver Subaru Impreza, White Tahoe Suburban, and the Blue Ford Escape are located at the Durango BOCES office:

162 Stewart St., Suite A, Durango, CO 81303

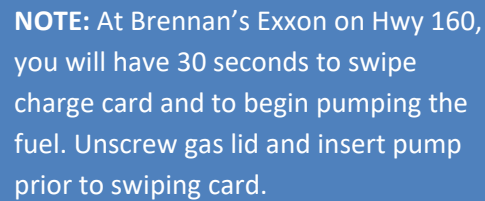


Please leave your personal vehicle in the same spot that you take the BOCES car from so that it leaves parking spaces in the parking lot for office staff and visitors.

Purchasing Gas:

If the tank is less than ½ full, protocol requires that you fill the tank before turning in the vehicle. The charge cards are located in the glove compartment.

NOTE: Charge cards are for COMMERCIAL pumps only.



NOTE: At Brennan's Exxon on Hwy 160, you will have 30 seconds to swipe charge card and to begin pumping the fuel. Unscrew gas lid and insert pump prior to swiping card.

BOCES has a charge card in the glove compartment for the following locations:

Brennan's Exxon – 26273 South Hwy 160, 247-3054

College Drive Exxon – College Drive & 4th Ave, 247-0262

Mini Mart Exxon – 25th & Main Ave, 247-5181

The **PIN** is written on the back of each card. There is a \$25 limit to each card purchase. If \$25 does not fill up the tank, swipe the card again for additional fuel.

Returning Vehicles:

Gas up vehicle if less than ½ tank, Remove all trash, Close windows, Lock doors
Return key to office.

CORTEZ

Purchasing Gas at the Bus Barn:

9283 Rd 27, Cortez, CO (970) 565-8130

Cortez School District Bus Barn hours

(School Year) Mon – Fri, 6:00AM to 6:30PM

You may fill up vehicles at the Montezuma-Cortez School District Bus Barn. Drive to the gas pump at the transportation department located to the left past the main building and other garage. Lift the handle of gas pump and wait until you hear the click and running of the gas pump motor (you may have to lift the handle a few times). In the little shed beside the pump is the mileage and billing log. Write down on the first available line which BOCES vehicle, current mileage on car, how many gallons that was put in, and your initials.

If in **dire emergency**, you can call Jack Coleman, mechanic at (970) 739-0762.

Purchasing Gas on the Westside:

BOCES has a charge card in the glove compartment for the following locations:

Skyline Foods- 27963 Hwy 184, Dolores

Giant 501 Railroad Ave, Dolores 882-2110

Giant- 2320 E. Main St., Cortez 565-8137

Sinclair – 419 W. Hwy 491, Dove Creek

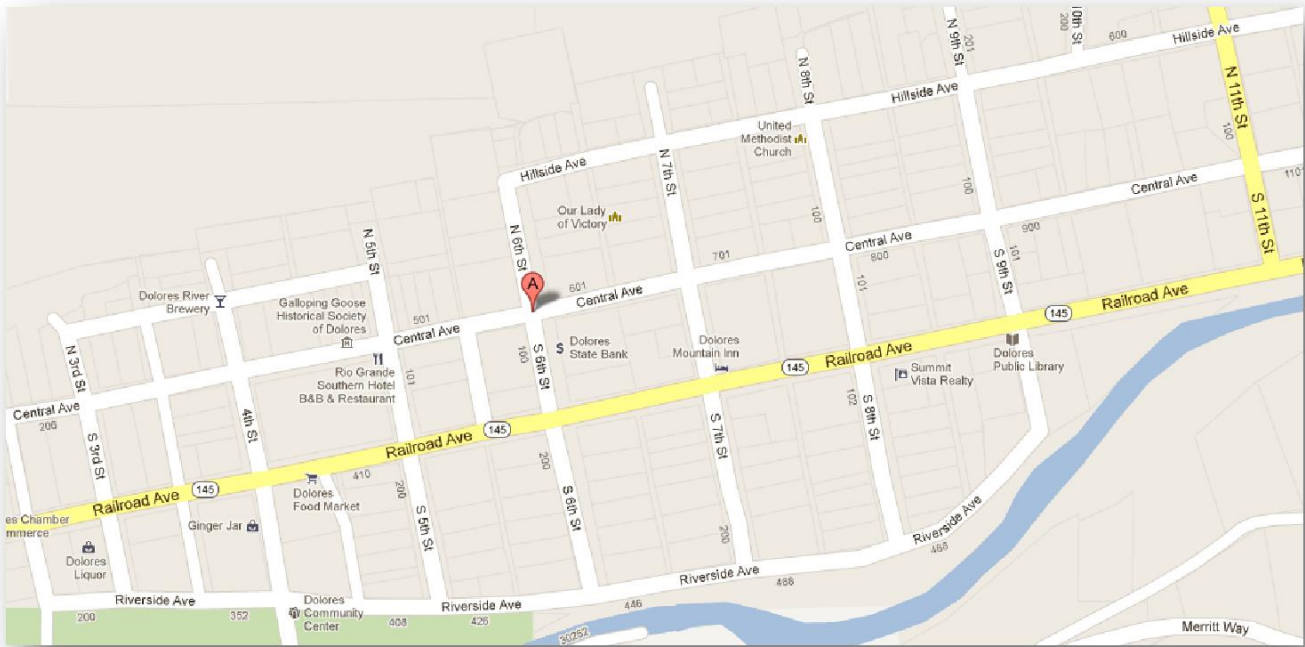
We have an account at *Cox Conoco*, 201 East Railroad Ave, Mancos. Simply go inside, let them know you are purchasing gas on the San Juan BOCES account, fill up and go back in to sign the receipt.

DOLORES

Picking up the Vehicle:

The Ford Freestar, and the Silver Subaru Forester are kept at the BOCES office in Dolores, and the keys are managed by **Cherrie**.

101 North 6th Street, Dolores, CO 81323



Returning the Vehicle:

Gas up vehicle if less than ½ tank, remove all trash, close windows, lock doors, return keys to Cherrie.