

Employee /Volunteer Name: _____

Cowley County Extension Council Vehicle Use Policy

The following policy and procedures have been established in an effort to provide consistency in the management of vehicles and fuel cards owned by KSRE Cowley County.

Extension vehicles: 2005 Chevy Suburban & 2008 Chevy Impala

In and out of county travel: the priority is to use a county vehicle if available. Personal vehicle use is permitted when county vehicles are in use, not available or the use of is not practical. It will be the employee's responsibility to complete a travel voucher for personal vehicle mileage reimbursement. Reimbursements will be made at current state rates.

1. Use of Extension vehicles for personal purposes is prohibited.
2. Drivers must have a valid driver's license. Drivers will also be required to provide a copy of said driver's license and provide proof of personal liability auto insurance.
3. The user authorizes the Extension Council and/or its agents such as the vehicle insurer to research the state databank for valid/suspended driver's licenses.
4. Vehicles are to be parked at the Cowley County Courthouse. Vehicles should be locked at all times.
5. County vehicles may be used to commute between work station and employee residence the day preceding or following out-of-town travel. Also as deemed appropriate by county director and employee.
6. County vehicle use will be reviewed by staff weekly. A calendar will be maintained by Office Professional to coordinate travel.
7. Volunteers may request the use of a County vehicle for the purpose of conducting Cowley County Extension business. Volunteers must be a registered volunteer (completed VIP).
8. Drivers must drive responsibly at all times and follow all traffic regulations, including the speed limit. All passengers are to wear seat belts.
9. It is required that all drivers utilize the vehicle mileage log located in each vehicle. The form is KSU 8-36 and is available at: http://www.ksre.ksu.edu/Employee_Resources/doc4989.ashx
10. Upon returning the vehicle, please make sure the fuel tank is at least ½ full, remove trash and belongings from interior and vacuum if it is dirty.
11. Report any maintenance needs and/or accidents/damage immediately to the County Director. Return all key(s) to the Cowley County Office Professional. (For all traffic accidents – please contact the police and obtain a police report – these must be turned in to the County Director).
12. Gasoline purchases are allowed for Extension vehicles only. Gallons of gas purchased and the cost is to be recorded and vehicle use documented in the vehicle mileage log located in each vehicle. Gas receipts should be placed in the envelope located with the log book. All vehicle log books and receipts will be collected by County Director each month. The Office Professional will reconcile receipts. Fuel cards will be kept in County vehicles with other necessary documents (i.e. insurance papers). As of November 2011 card 5 will be kept in the car and card 6 will be kept in the suburban.
13. Unauthorized purchases will result in severe consequences. Possible actions are:
 - a) Verbal warning.
 - b) Loss of credit card privileges for a specific period of time or permanently.
 - c) Written warning added to the employee's personnel file.
 - d) Termination of employment and possible civil and/or criminal prosecution for suspected serious infraction of policy and violation of law.

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14. Maintenance will be the responsibility of the County Director. Maintenance includes but is not limited to: oil changes, lubrications, tires, tire repair, tire rotation. Repairs estimated to exceed \$500.00 should have approval from the Executive Board or chairperson of the board.

15. Staff and/or volunteers may not make and/or keep copies of the vehicle keys in their possession. All keys must be returned to the Office Professional upon return.

16. Smoking, the use of alcohol and tobacco is prohibited at all times in County vehicles.

Please treat Extension's vehicles with respect while using them, and return them in a clean condition. Please be considerate to other groups who will be using the vehicles. Everyone's cooperation is needed to keep our vehicles in "great" shape for years to come.

I acknowledge that I have read the vehicle use policies and agree to follow them.

Date: _____

Approved By Cowley County Executive Board:

Date _____