

## **Fleet Van Use** (rev. 8/17/07)

The Milwaukee County UW-Extension policy on use of the state fleet van is that staff must sign up in the reservation book at the front desk for the van. If someone has already signed up for the van and another educator wants to use it, that educator discusses the need for the van directly with the person who has reserved the van.

Guidelines used in deciding who has the greatest need include:

1. If the other person is transporting a group of people, particularly youth involved in one of our programs, that person has top priority regardless of distance being traveled.
2. If both people are traveling alone, the person going the longest distance has top priority.
3. If both people are traveling within the county but one has a large load of equipment that requires the van, the person with the big load has top priority.

Because these guidelines cannot anticipate all circumstances, negotiations for use of the van are to be done by direct communication between the educators who need to use the van. Do not ask a receptionist or program assistant to change someone else's van reservation. They are only permitted to change a reservation if the person who originally made the reservation asks them to change it.

The van must be ready for the next person to use when you return it. This means:

1. Smoking is not allowed in the state fleet van.
2. Check the level of gas and if it is below one-quarter full, go buy gas. Use the state gas card that is in the key holder.

Directions for using the state gas card are in a plastic pocket attached to the clipboard in the van. You will need to know the odometer reading and driver number to complete the purchase. The driver number is on the sheet in the plastic pocket attached to the clipboard. If you are not sure that the gas station will take the card, ask before pumping gas.

3. Remove **all** trash.
4. If there is dirt on the floor, vacuum it out. Most car washes have coin-operated vacuums.
5. If there was a spill, get a bucket and sponge and mop it up.
6. If you have removed seats, put them back in.
7. Report any mechanical problems to Ira. She will arrange for repairs.
8. If you return the van after the reception office is locked, put the key under the floor mat on the driver's side and lock the van. The next person to use the van will open it with the spare key kept in the reception office. Ira and Carolyn also have spare keys to the van.

Thank you for being considerate of other staff and clientele who use our van!