San Luis Obispo County
OFFICE OF EDUCATION
LEADERSHIP ▪ COMMUNITY ▪ SERVICE
JAMES J. BRESCIA, ED. D., SUPERINTENDENT

SLOCOE VEHICLE USAGE

- Vehicles owned or leased and furnished by SLOCOE are to be used exclusively for organizational purposes.
- Operators must be SLOCOE staff. Vehicle Safety Module must be on file & with copy of driver's license with MOT.
- Personal use of SLOCOE vehicles is prohibited. No transportation of non-service animals.
- All gas receipts must be turned in for Voyager card use. Mileage must be logged in binder start & end trip.
- Departments are responsible for the authorization and proper use of SLOCOE vehicles by staff members.
- Staff members are responsible to operate SLOCOE vehicles according to SLOCOE policies and Federal, State and local laws.
- Drivers should refrain from using cell phones or personal listening devices while driving SLOCOE vehicles, or rentals.
- Vehicles assigned to designated drivers through their work year, need to be inspected prior to operation. Confirm that the following features are working properly: brakes, lights, signals, wipers, mirrors, horn, evidence of fluid leaks and condition of tires. If service of vehicle is needed contact MOT at 805-782-7250.
- LOST or STOLEN LICENSE PLATES MUST BE REPORT IMMEDIATELY TO NEAREST CHP OFFICE AND FILE A CHP 180 FORM. Ensure that you notify and provide a copy of report to MOT.

VEHICLE BREAKDOWN

Contact MOT during regular business hours at 805-782-7251 (Monday - Friday 7:30 a.m. - 5:00 p.m.)
For after hour emergency, contact:

1. MOT Supervisor Bill Barnhill at 805-440-3763
2. Administrative Assistant Jennie Curto at 805-264-9817
3. Director of Operations Hugo Bastidos at 805-602-8570

LOCAL TRAVEL PROCEDURE

If breakdown is local during regular business hours, first contact MOT and we will arrange to have vehicle towed to:

Wrona's Auto Repair, 109 South Street, San Luis Obispo, CA 93401

OUT OF TOWN PROCEDURE:

Contact VOYAGER CUSTOMER SERVICE at 1-800-987-6591, Press 1 at prompt, for assistance in getting to a repair shop. You will have to provide your Voyager Card Number and Expiration date.

Minor repairs such as broken belts or hoses, flat tires, etc. can be charged at any service station with the Voyager Card that is assigned to the vehicle. Remember to KEEP ALL RECEIPTS, and turn them in to MOT at the end of your trip.

IF USING A RENTAL VEHICLE; USE RENTAL COMPANY GUIDELINES FOR ROADSIDE ASSISTANCE

TRAFFIC COLLISION:

In the event of an EMERGENCY, CONTACT 9-1-1. If injuries have occurred, take appropriate medical action first. Secure the occupants and vehicle if safely possible. Both injury and non-injury vehicle accidents must be immediately reported to law enforcement; provide report number to MOT. Employee's manager must be notified and the SISC Vehicle Accident Report must also be completed immediately with forwarding to MOT for insurance purposes. Obtain copy of report and forward it to MOT.

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OPERATIONAL SERVICES DEPARTMENT
3420 Watson Dr., San Luis Obispo, CA 93405

VEHICLE REQUEST FORM

For local or out-of-town SLOCOE vehicle usage

(In order to ensure vehicle availability, this form must be submitted to Operational Services one week prior to departure)

Request Date: [   ]   # Of Passengers Incl. Driver: [   ]

Requestor: [   ]   Driver's Name: [   ]

Use Purpose: [   ]   Destination: [   ]

Vehicle Pick-up Date: [   ]   Time: [   ]

Vehicle Return Date: [   ]   Time: [   ]

Department: [▼]

NOTE: Budget Code must use Object 5721- Transportation (In Lieu of Object 52XX for Conference)

99-9999-9-5271-9999-9999-999-9999-9999
Fund-Resource-Year-Goal-Func-Object-School-Mgmt-Unit

Budget Code: [   ] [   ] %

Budget Code: [   ] [   ] %

Budget Code: [   ] [   ] %

Supervisor's/Budget Authority Signature: _____

THIS SECTION FOR OPERATIONAL SERVICES USE ONLY

VEH. # _____   Date Picked-Up: _____   Date Returned: _____

Returned Keys & Fuel Card: Yes ○   No ○

Mileage Start: _____   Mileage End: _____   Total Miles: _____

# of Days: _____   Rate/Day: $22.00   Total Rate Cost: $ _____

# of Miles: _____   Rate/Mile: $0.20   Total Mileage Cost: $ _____

Vehicle Use Total/Cash Transfer: $ _____   *(Total Rate Cost + Total Mileage Cost = Use Total)*

Credit To: 01-0000-0-**5721**-0000-8410-000-6000-0000