

Checkout Vehicle Policy

Acceptable Usage

- The vehicles may be checked out by County employees to drive to out-of-county conferences, meetings, or training classes, as well as local county business.
- All traffic laws must be obeyed.
- **No one allowed in vehicles that are not county employees.**

Driving Information

Any employees who drive a county-owned vehicle must have their information filed with the Auditor's office.

Scheduling for Checkout

Employees must call or drop by the County Judge's Office to schedule a date to check out the vehicle.

Fueling

The vehicle must be returned with a full fuel tank. Individuals checking out the vehicle have two options to refuel:

1. The employee uses the supplied Fuel man card (get your pin from Marina).
You cannot use anyone else's pin number.
2. The employee refills the vehicle at his/her own expense and submits the receipt for reimbursement.

Cleaning

Employees must ensure the vehicle is clean when they return it. Please be courteous and gather your trash, etc. from the inside.

NO SMOKING

NO SMOKING IN THE COUNTY VEHICLES!