

Memorandum



To: C.O.O.R. ISD STAFF

From: Shawn Petri, Superintendent

Regarding: Travel / COOR Car Usage Procedure

Date: March 15, 2022

Encouraging Use of the C.O.O.R. Car

1. The C.O.O.R. car can be checked out for travel through the receptionist at the front desk. Priority use is given to individuals needing the car to work with students or traveling outside the C.O.O.R. service area. All trips must be logged on the trip sheet to reflect reason for use and pre/post mileage (located in car).
2. If two or more individuals need the C.O.O.R. car on the same day, the individual traveling the furthest will be given the car.
3. **Please reserve the C.O.O.R. car with the receptionist in advance.** If you are leaving before the C.O.O.R. office is open in the morning, you should pick up the keys the day before by 3:00 p.m. If you are returning the car after office hours, you may return them to the C.O.O.R. office the next morning. You must return the car the day of the conference in expectation of others needing the vehicle the next business day. (Any exceptions to this policy must be preapproved by your department director.)
4. The C.O.O.R. car is to be kept clean. It is the responsibility of the user to clean the car out.
5. If there is less than half a tank of gas left in the car, you are to refuel the car before you return it. You will be given a fuel card and instructions on how to refuel the car when you check the car out from the receptionist.
6. The C.O.O.R. car is to be used for travel to and from the conference site only.
7. There will be no smoking at any time in the C.O.O.R. Vehicle.
8. Passengers who are not employees of the district must be preapproved by a district administrator prior to traveling in the COOR vehicle. Individuals who are not employed by the district cannot drive the C.O.O.R. vehicle.

SP/rs