



Quick Vehicle Usage Guide



REMINDERS

- Any Incidents (Accidents/ Citations must be reported to your Direct Supervisor, AOC Director/ Deputy Director and Fleet Coordinator [Section 5, F in SOP]
- WEX cards are only for fuel usage and car washes (car washes should not exceed \$25.00)
- Only Individuals with a Valid DDC are allowed to operate a AOC Vehicle, Only Authorized personnel are allowed in Vehicles
- Vehicle Logs must be signed off and verified by your Direct Supervisor or the Fleet Coordinator
- All Vehicle Logs and Receipts must be turned in to the assigned Fleet Coordinator at the first week

Fleet Coordinators

AOC Fiscal Division

Purchasing Team



- **Complete Defensive Driving Course:** Request a Purchase Order, Sign Up for Class and Get a Defensive Driving Certificate— You will be required to keep a copy of your DDC with you while operating a State Vehicle [Section 3, B #3 in SOP]
- **Get Driver ID set up through WEX:** Send your Defensive Driving Certificate (DDC) to your assigned Fleet Coordinator and a 6 digit PIN of your choosing to get set up with a WEX account [Section 6 in SOP]
- **Check Availability/Reserve Vehicle Via “Vehicle Calendar”:** Once you have been granted access to utilize a WEX card you will be able to reserve a car based on availability through JID, COD or Fiscal. Ensure you reserve a vehicle in adequate time to ensure a vehicle is available .

- **Keys and Folder Check Out:** Keys and Folders are available upon checkout of vehicle once vehicle is assigned the user will sign out keys from a Fleet Coordinator—These folders include: Registration, Proof of Coverage, Vehicle Logs, Vendor List, Inspection Logs, and How to Brochure for the WEX Card [Section 4, A. 1-7 in SOP]
- **Vehicle Inspections:** It is each Driver’s responsibility to inspect vehicle prior to use and again upon the vehicles return. (Vehicle Inspection Forms are located Vehicle Folders)
- **Vehicles Logs**—Each Driver will ensure they complete the Vehicle Log before and after **each use:** Meaning Vehicles will be completed when entering and again when exiting a vehicle. (Section 7 in SOP)
- **WEX Card** - If utilizing the WEX card for fuel or car washes—all receipts should be left in the pouch located inside of the Vehicle Log—If the pump did not dispense a receipt it is the Driver’s responsibility to obtain one from inside

- **Vehicle Check-in:** Keys will be signed back in to the Fleet Coordinator .
Directors written approval required for any Vehicle use where the car will not be returned to any AOC office overnight, crossing Stateline
- **All Vehicles are to be turned in fully fueled and clean ready for the next use**

If you need a more in depth guide to the procedures of vehicle usage, please refer to the Administrative Office of the Courts Vehicle & Mileage Reimbursement Policy

