LIBC Vehicle Request Form

Today's Date: ________________ **All area of form must be filled out.**

☐Ford Bronco ☐Chevrolet Traverse

☐12 Passenger Van #______ ☐15 Passenger Van # ______

Is the requesting driver a(n)?

☐Employee ☒Volunteer

Is the driver cleared as insurable by LIBC HR?

☐Yes ☐No

If No, or Unsure, contact LIBC Human Resources

Name:_________ ________________

Division: ☐Policy ☐Administration

Cell Phone: ________________ ____________

Position: Volunteer Coach

Department: Youth Social Services

Pick-up Date: _________________________

Return Date: ___________________________

Pick-up Time:__________________________

Return Time: ___________________________

Destination: __________________________

Chargeline: _______________________.574.01_

(**WITH ACTIVE MILEAGE EXPENSE LINE .574.01**)

Purpose: ____

____

Vehicle will be used: (Check ALL that apply)

☐One – Day (Local) ☐Outside of Whatcom County

☐Overnight or Multiple Days ☐Out of State

The driver agrees to return the vehicle to the designated area in front of the Courthouse parking lot, and return the gas card, keys, and this Mileage form to the Planning & Public Works Department upon return. PLEASE NOTIFY ADMINISTRATION ASSISTANTS OF ANY ISSUES WITH THE VEHICLE.

Driver: ____________________________ **Supervisor:** ________________________________

Director: ___________________________

(After Hours/Out of Town/State ONLY)

LUMMI PLANNING & PUBLIC WORKS DEPARTMENT

Facilities and Maintenance 360-312-2399

"LIBC VEHICLE USE POLICY"

DAILY AND LOCAL USE: Only requires the employee's supervisor's signature approval.

AFTER HOUR/OVERNIGHT/OUT OF TOWN/OUT OF STATE: Vehicle use is primarily during LIBC normal business hours of 8:00am – 4:30pm Monday through Friday. However, after-hours use may be arranged for those employees whose normal work duties and schedule require after-hours use. After hours, overnight, outside county, and outside state use must be authorized by the Director and the General Manager or the highest policy level supervisor. After hours use without approval of the Director and General Manager or highest policy level supervisor is a direct violation of LIBC's agreement with GSA and could result in loss of GSA services. In addition, use by any person without proper authorization and clearance will not be covered by the LIBC Insurance Policy, and any damage costs will be the responsibility of the driver.

INITIAL: ___________

TRAFFICE VIOLATIONS: All drivers are required to abide by all applicable local and state laws and regulations including the seatbelt and cell phone law. ALL FINES/FEES resulting from all citations received i.e., Speeding tickets, Toll Fees, Parking Violations etc., are the responsibility of the Driver/Department providing chargeline and are not reimbursable. Furthermore, these violations may result in the employee no longer meeting the approved driver requirements under Section 705 Driving for Work Purposes of the Personnel Policy Manual.

INITIAL: __________

CLEANING AND CARE OF THE VEHICLE: These vehicles are used by a variety of LIBC employees and often the vehicle is turned in by one person and immediately taken by another without the opportunity for Maintenance staff to clean the vehicle. Therefore, it is the responsibility of the first driver to clean the vehicle before returning it. If it is not cleaned before returned, one warning will be given to the driver and the department, a second infraction by the same person will result in loss of privileges for 6 months. If a department returns vehicles before cleaning them on three (3) or more occasions the department will lose their privileges for six (6) months. Continued abuse may result in the permanent loss of privileges for the employee and possibly the department.

INITIAL: __________

GAS RECEIPTS: Gas receipts must be submitted to the Public Works Office within five (5) business days of returning from travel status. If receipts are not submitted by the last day of the month of purchase, then payroll deductions for the dollar amount will be deducted from the employee's following paycheck.

INITIAL: __________

FUEL AND VOYAGER CARD POLICY:
The Voyager gas cards are fuel purchase only. Purchasing fuel for personal vehicles is not allowed. If an employee is using their personal vehicle for business purposes, they will need to request reimbursement by submitting a Mileage Reimbursement request to their immediate supervisor. Voyager gas cards are issued to each Motor Pool Vehicle and are only to be used to fill up as needed. Each card has an assigned pin number which can be found on the "Motor Pool Mileage Form".
Voyager gas cards are programmed prior to issuance for the year, make/model, and license plate number. Figures are established for fuel consumption estimation. U.S. Bank monitors the odometer reading and will alert LIBC if there are any discrepancies in the mileage. Any extreme variation in mileage or fuel consumption will initiate a review by the LIBC. The Public Works Office Manager will notify the employee's supervisor and Finance Fleet Coordinator to report possible alleged abuse of the vehicle/card, and request to pull reports for further review.
The Finance Fleet Coordinator will notify the Chief Financial Officer if such a case arises. If an employee is found to have misused the vehicle/card, then the identified dollar amount will be deducted from the employee's paycheck immediately following the incident. Misuse and violation of this policy may result in suspension or termination of privileges and corrective action in accordance with the personnel policy manual.
If the employee/department fails to resolve the excessive discrepancies the matter will be turned over to the Law Enforcement to investigate fraud and/or theft.

INITIAL: _________