



VEHICLE USAGE PROTOCOL & PROCEDURES

The following is a list of vehicles available to BOCES staff:

Durango Vehicles:

- Green Subaru Legacy wagon 2002 Lic# FUM861
- White Tahoe Suburban 1500, 2004 Lic# 381KNP
- Blue Ford Escape XLT SUV, 2009 Lic# 337RZH
- Blue Subaru Legacy wagon, 1998 Lic # FDJ3829 (housed in Pagosa)

Dolores Vehicles

- Blue Ford Freestar van, 2004 Lic# 877MVJ (housed in Cortez)
- Green Ford Taurus, 2001 Lic# 831EPT (housed in Mancos)
- White Ford Cargo Van, 1996 Lic # UPZ2240 (e-School transports)

VEHICLE USAGE:

The primary purpose of BOCES vehicles is to:

- Provide transportation for Special Ed staff to BOCES school districts
- Transport children for specific purposes
- Engage in long distance travel for appointments/meetings, conferences or events
- BOCES vehicles can only be used for driving to “non-home assignments,” or around a “home assignment” that you are servicing. In other words, if you live in Durango, but your home assignment is Mancos and Dolores, you are **ineligible** to check out a Durango vehicle to drive to Mancos or Dolores. You can, however, check out a Mancos vehicle once you arrive, as you are now within your home assignment.

When multiple vehicle requests are made on the same day, drivers who will be traveling the **greatest distance** will have priority. However, requests for **student transports**, will have ultimate priority over distance.

RESERVING A VEHICLE:

The vehicle reservations are contained on two public shared Outlook calendars – **Durango Vehicles** and **Dolores Vehicles**.

You must book all vehicle reservations via Cristie Scott, Child Find Admin Assistant:

- cscott@siboces.org
- 247-3261 ext.146.

Please send Cristie your **date, departure city, destination**, and be sure to mention **if you will be transporting a child** so that she can determine priority when consulting the calendars.



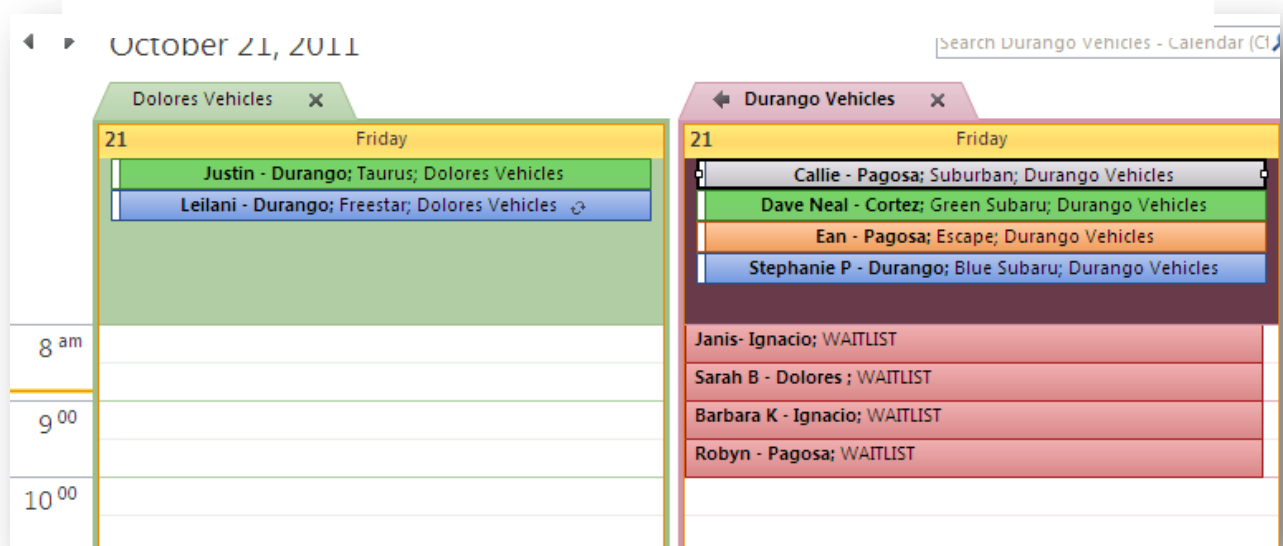
If there is availability for a vehicle on the day you requested, your reservation will be placed on the vehicle calendar and you will receive an invitation through Outlook. Be sure you **ACCEPT** the invitation. Your reservation will appear on your calendar as an all-day event and viewable on your phone. If a change is made to your reservation – if you are bumped due to another driver’s priority – you will receive an updated reservation. Please **ACCEPT** this reservation also so changes will take effect on your calendars.

If all vehicles are reserved on the day you requested, you will be placed on a **WAITLIST** in the event one becomes available. Please note that you will *not* receive an Outlook invite for Waitlist vehicles, but Cristie will notify you of your status via email. Should a car become available, you will receive a formal Outlook invite.

If you have a car reserved and do not need it, contact Cristie as soon as possible.

Vehicles are to be returned each night. Vehicles are not to be parked overnight at personal residence without special permission.

Sample view of the Dolores and Durango Vehicle Calendars



INSURANCE:

The insurance cards for Colorado School Districts Self Insurance Pool are located in the glove compartment of each vehicle. The cards should remain in the vehicles at all times.

IN CASE OF EMERGENCY, ACCIDENT OR VEHICLE PROBLEMS:

If vehicle needs towing in Durango, call McKnight’s in Durango at (970)247-4447. You will not be asked to pay for towing; McKnight’s will bill BOCES. Vehicle should be towed to Morehart, 33 Parker Ave, Durango.

If the vehicle needs to be towed from outside of the Durango area, please have it towed to the nearest reasonable mechanic. Immediately call Cristie Scott, at 247-3261, Ext 146; or Paula



Sublett, Ext 203. One of them will report a claim in case of an accident. However, if you cannot reach Cristie or Paula, or it is on a weekend or holiday, and you have been in an accident, please call:

Cecilia Olmos – Claims Services Representative for CSDSIP
(800) 332-3556, (720) 570-4554, Cecilia@CSDSIP.net
Specializing in Auto, Property, Liability, and High Severity Claims 2

NOTE ON LONG DISTANCE TRAVEL

If you are travelling outside the immediate regions in which BOCES holds a gas charge card or station charge account, please be advised that you will be reimbursed for gas upon submission of all applicable receipts and a BOCES *Expense Report*. Blank expense reports can be downloaded from the Staff Resources page on the BOCES website. It is listed as the first item under **Forms**.

Weblink: http://sjboces.org/staff_resources.htm

PICKING UP VEHICLES

DURANGO

The four vehicles are located at the Durango School District 9-R Bus Barn:

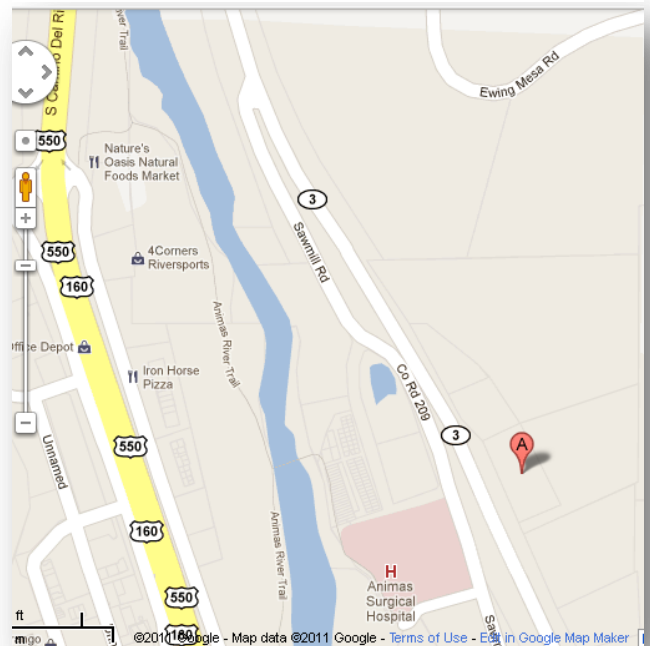
1071 Hwy 3, Durango, CO
Phone: 247-5335

Following the directional arrows, drive to back of bus building. The key box is affixed to the back of the “Reserved for BOCES” adjacent to where the vehicles are parked.

The combination for the key box is – **(Contact Cristie)**



Figure 1 [Click here](#) to configure directions via GoogleMaps





Leave your locked vehicle parked where the BOCES vehicles are parked toward the northeast area of bus yard, in the designated BOCES parking area. If you are picking up or dropping off a vehicle before or after the bus barn hours you will need to use the bus barn key on the vehicle key chain for opening the outside chain link gate.

Durango School District 9R Bus Barn Hours:

- (School Year) Mon – Fri, 6:00AM to 5:30PM
- (Summer) Mon – Thu, 6:00AM to 3:30PM

Purchasing Gas:

If the tank is less than ½ full, protocol requires that you fill the tank before turning in the vehicle. The charge cards are located in the glove compartment.

NOTE: Charge cards are for COMMERCIAL pumps only.

BOCES has a charge card in the glove compartment for the following locations:

- Brennan’s Exxon – 26273 South Hwy 160, 247-3054
- College Drive Exxon – College Drive & 4th Ave, 247-0262
- Mini Mart Exxon – 25th & Main Ave, 247-5181

The **PIN** is written on the back of each card. There is a \$25 limit to each card purchase. If \$25 does not fill up the tank, swipe the card again for additional fuel.

Returning Vehicles:

Gas up vehicle if less than ½ tank, Remove all trash, Close windows, Lock doors
Return key to lock box.

NOTE: At Brennan’s Exxon on Hwy 160, you will have 30 seconds to swipe charge card and to begin pumping the fuel. Unscrew gas lid and insert pump prior to swiping card.

PAGOSA SPRINGS



Picking up the Vehicle:

The Blue Subaru is kept in the back lot of the Archuleta County School District Bus Barn:

800-B South 8th Street
Pagosa Springs, CO

The key will be kept in the main office.

Archuleta School District Bus Barn hours:

- (School Year) Mon – Thurs, 5:30AM to 5:30pm; Fridays 5:30AM to 3:30PM
- (Summer) Mon – Thurs, 7:00AM to 5:00pm

Purchasing Gas:

BOCES has a charge card in the glove compartment for the following locations:

- Giant - 2537 W. Hwy 160 731-6161
- Phillips 66/Sundial - 25 N. Pagosa Blvd. 731-4217
- Conoco - 360 E. Pagosa St. 264-4740

Returning the Vehicle:

Gas up vehicle if less than a ½ tank full, Remove all trash, Close windows, Lock doors and return key to the Bus Barn office.



CORTEZ

Picking up the Vehicle:

The Freestar is kept at the Montezuma-Cortez School District Bus Barn:

9283 Rd 27
Cortez, CO
(970) 565-8130

The van is located on the south end of the main building. You must go in the door on the east side (main entrance) of the building to get key from Jack or one of the other mechanics. There is a gate key on the key ring should you return the van after 6:30 p.m. when the gate is locked. If you unlock the gate you **MUST** lock it when you are leaving. Park your car facing the east fence where there are **NO** black numbers on the fence.

If in **dire emergency**, you can call Jack Coleman, mechanic at (970) 739-0762.

Cortez School District Bus Barn hours

- (School Year) Mon – Fri, 6:00AM to 6:30PM

Purchasing Gas:

You may fill up vehicles at the Montezuma-Cortez School District Bus Barn. Drive to the gas pump at the transportation department located to the left past the main building and other garage. Lift the handle of gas pump and wait until you hear the click and running of the gas pump motor (you may have to lift the handle a few times). In the little shed beside the pump is the mileage and billing log. Write down on the first available line which BOCES vehicle, current mileage on car, how many gallons that was put in, and your initials.

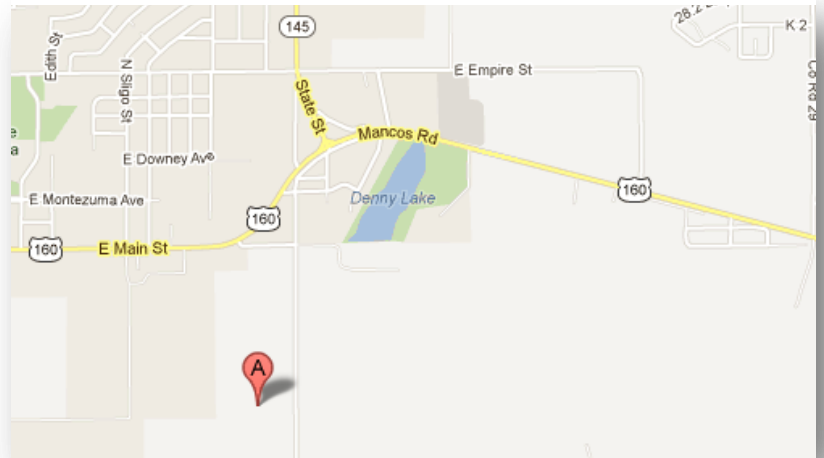
BOCES has a charge card in the glove compartment for the following locations:

- Skyline Foods- 27963 Hwy 184, Dolores
- Giant 501 Railroad Ave, Dolores 882-2110
- Giant- 2320 E. Main St., Cortez 565-8137
- Sinclair – 419 W. Hwy 491, Dove Creek

Returning the Vehicle:

Gas up vehicle if less than ½ tank, remove all trash, close windows, lock doors, return key to Jack or mechanics. If returning after hours, drop the key in the drop box which is located on the main entrance door. There is a slot in the door for keys and other paperwork to be dropped off. Ensure the keys go into the box.

Figure 2 [Click here](#) to configure directions via GoogleMaps





MANCOS

Picking up the Vehicle:

The Taurus is kept at the Mancos Bus Barn:

300 East Menefee Street

(Turn right off HWY 160 onto Ervien Dr, the Bus Barn is at the corner of Ervien and E. Menefee St)
Mancos, CO 81328
(970) 759-1819

The Bus Barn is open **Monday – Friday, 7:30am-3:30pm**. If you are **picking up** the vehicle outside of these hours, please call Wes at 759-1819 to arrange.

Purchasing Gas:

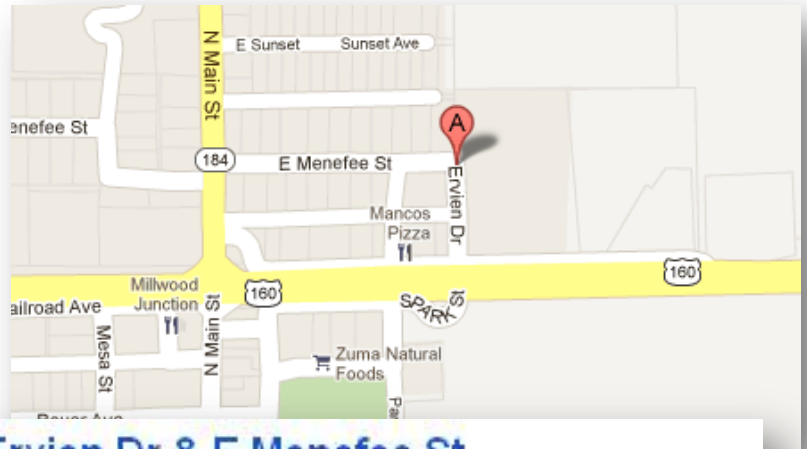
We have an account at Cox Conoco, 201 East Railroad Ave, Mancos. Simply go inside, let them know you are purchasing gas on the San Juan BOCES account, fill up and go back in to sign the receipt.

BOCES has a charge card in the glove compartment for the following locations:

- Skyline Foods – 27963 Hwy 184, Dolores
- Giant – 501 Railroad Ave, Dolores, 882-2110
- Giant – 2320 E. Main St., Cortez, 565-8137
- Sinclair – 419 W. Hwy 491, Dove Creek

Returning the Vehicle:

Gas up vehicle if less than ½ tank, Remove all trash, Close windows, Lock doors. If you are dropping off the car while the Bus Barn is still open, please return your key to their office. If you are dropping off the vehicle *after 3:30pm*, please **lock the car with the keys inside** the center console. Wes has an extra set inside the office that he will use to access the car the next day.



Ervien Dr & E Menefee St
Mancos, CO 81328

