

SAN JUAN BOCES VEHICLE USAGE PROTOCOL/PROCEDURE

Durango:

Green Subaru Legacy wagon 2002, Lic# FUM861
White Tahoe Suburban 1500, 2004, Lic#381KNP
Blue Ford Escape XLT SUV, 2009, Lic#337RZH
White Ford Cargo Van, 1996, Lic #UPZ2240

Pagosa:

Blue Subaru Legacy wagon 1998, Lic #FDJ3829

Cortez:

Blue Ford Freestar van, 2004, Lic#877MVJ

Dolores:

Green Ford Taurus, 2001, Lic#831EPT

Scheduling/usage conflicts:

The primary purpose of BOCES vehicles is for:

- providing transportation for Special Ed staff to BOCES school districts
- transporting children for specific purposes
- long distance travel

The rule of thumb is that the person with the longest trip will get a vehicle. However, if reservations are for transporting students that reservation will take priority.

Reserving Vehicle:

Contact Sally West at swest@siboces.org or 247-3261 ext.146.

Your reservation will be placed on the vehicle calendar and you will also 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, 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 a day, you will be placed on a waitlist in case one becomes available. If you have a car reserved and do not need it, contact Sally as soon as possible.

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

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, 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 outside of the Durango area have it towed to the nearest reasonable mechanic. Immediately call Sally West, 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 Sally 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

DURANGO:

Picking up vehicle

The four vehicles are located at the Durango School District 9R bus barn, 1071 Hwy 3, Durango. Phone: 247-5335
Following the directional arrows, drive to back of bus building. The key box is located on the NE corner of the bus building.
The combination for the key box is – **(Contact Sally)**

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 M-Fri 6AM to 5:30PM
Summer M-Thu 6AM 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: Cards are for COMMERCIAL pumps only.

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

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

Charge cards are located in the glove department of each vehicle. The PIN is written on the back of each card. (Note: At Brennan’s Exxon on Hwy 160, there are 30 seconds to swipe charge card and to begin pumping your fuel. Unscrew gas lid and insert pump prior to swiping 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 vehicle:

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

PAGOSA SPRINGS:

Picking up Vehicle:

The Blue Subaru will be kept in the back lot at the Archuleta County School District bus barn located at 800B S. 8th St., Pagosa and the key will be kept in the main office.

Archuleta School District Bus Barn hours-
School Year M-Th 5:30am - 5:30pm. Fridays 5:30am - 3:30pm
Summer M-Th 7:00am - 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 vehicle:

Gas up vehicle if less than ½ tank, Remove all trash, Close windows, Lock doors and return key to bus barn office.

CORTEZ:

Picking up Vehicle:

The Freestar will be kept at the Cortez School District Bus Barn in Cortez at 9283 Rd 27, Cortez. 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 M-F 6:00am – 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 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.

DOLORES:

Picking up Vehicle:

The Taurus will be kept at the Dolores BOCES office. Lori Olander will have the keys. If you are picking up or dropping off the vehicle before or after normal office hours, please make arrangements with Lori at lolander@siboces.org or at ext.300 to pick up or drop off keys.

Purchasing Gas:

We have an account at Cox Conoco, 201 E 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 Vehicle:

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