

GVRA



**GEORGIA VOCATIONAL
REHABILITATION AGENCY**

WWW.GVS.GA.GOV

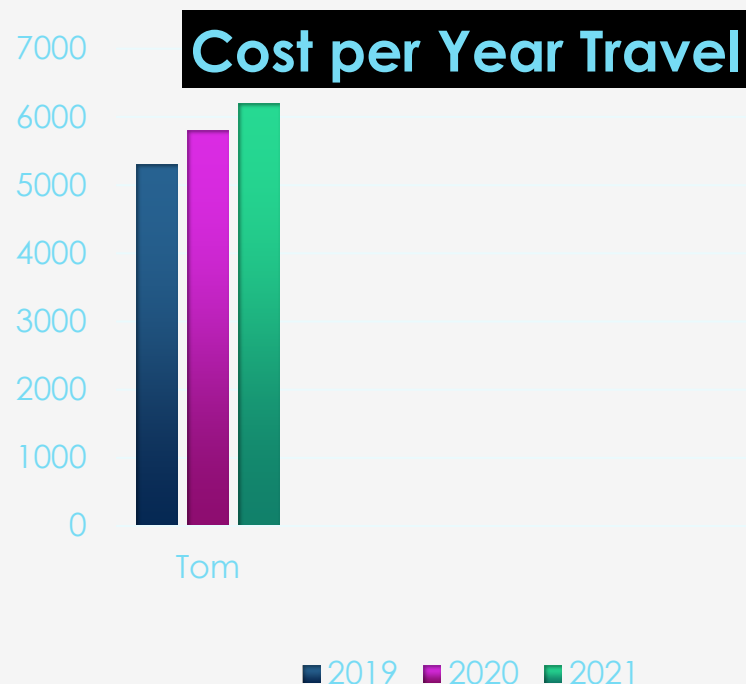
FLEET VEHICLE GUIDELINES

Vocational Rehabilitation Program

Updated 6/29/2022

FLEET VEHICLES GUIDELINES

In an effort to reduce travel expenditures and become more fiscally responsible, the Vocational Rehabilitation (VR) Program is implementing the use of fleet vehicles for business related travel purposes. These vehicles will be placed in high travel areas but can be relocated at any time if not utilized.



APPROVED DRIVER

Prior to utilizing the vehicle, you must meet all requirements and be **approved** as a driver through the statewide Fleet Management Coordinator. Use of the fleet vehicle is **required** unless it is unavailable

COST EFFECTIVE WAY

The vehicle should be used in the most cost effective way (ex: if two people are trying to schedule the vehicle at the same time, the person with the most costly expense should receive preference). When the vehicle is requested by two people at the same time, the local fleet coordinator will make the decision on the best utilization of the vehicle. Therefore, you must contact the local fleet coordinator in the event you request use of the vehicle and it is already reserved. If you are unable to use the vehicle, you will complete a Vehicle Cost Comparison form to determine the most cost effective transportation - rental or personal vehicle. The local fleet coordinator will notify you of any cancellations.

FUEL CARD

Each fleet vehicle comes with an assigned fuel card. When you are approved as a driver, you will be given a PIN number to use when purchasing fuel for the vehicle with this assigned card. (You will be required to review Wright Express Card Usage Procedures and Department of Administrative Services (DOAS) Statewide Fuel Card Standards & Guidelines prior to being approved as a driver).

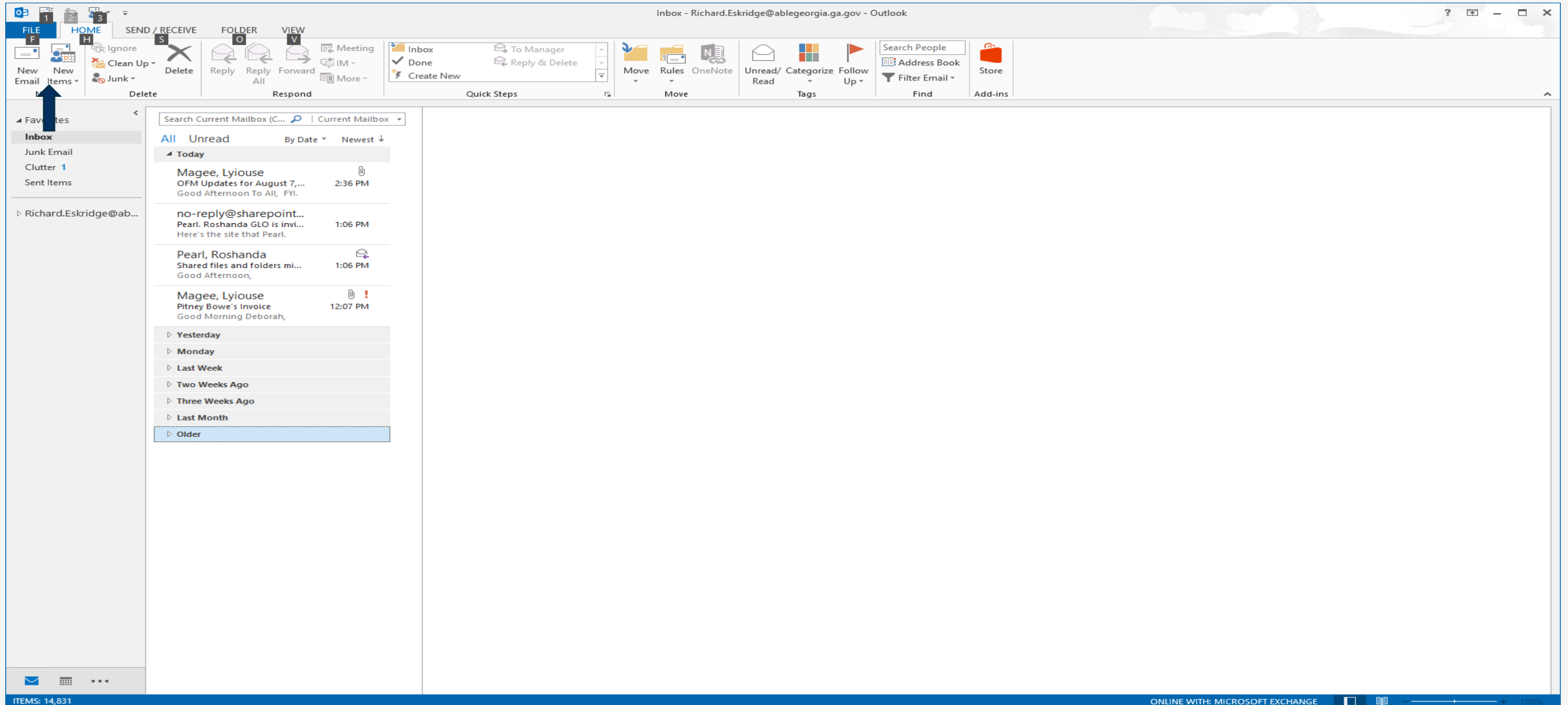
DRIVER RESPONSIBILITIES

- Schedule use of vehicle through Outlook (if unavailable, check with local fleet coordinator to determine which trip receives precedence and then, if necessary, complete Vehicle Cost Comparison form to determine the most cost effective alternative option)
- After approval, retrieve keys from Local Fleet Coordinator
 - Record beginning trip mileage on the mileage log in vehicle
- Return vehicle with a full tank of fuel
- Insert fuel receipt into receptacle
- Record end trip mileage on the mileage log in vehicle
- Ensure vehicle is clean and void of trash
- Return keys to Local Fleet Coordinator

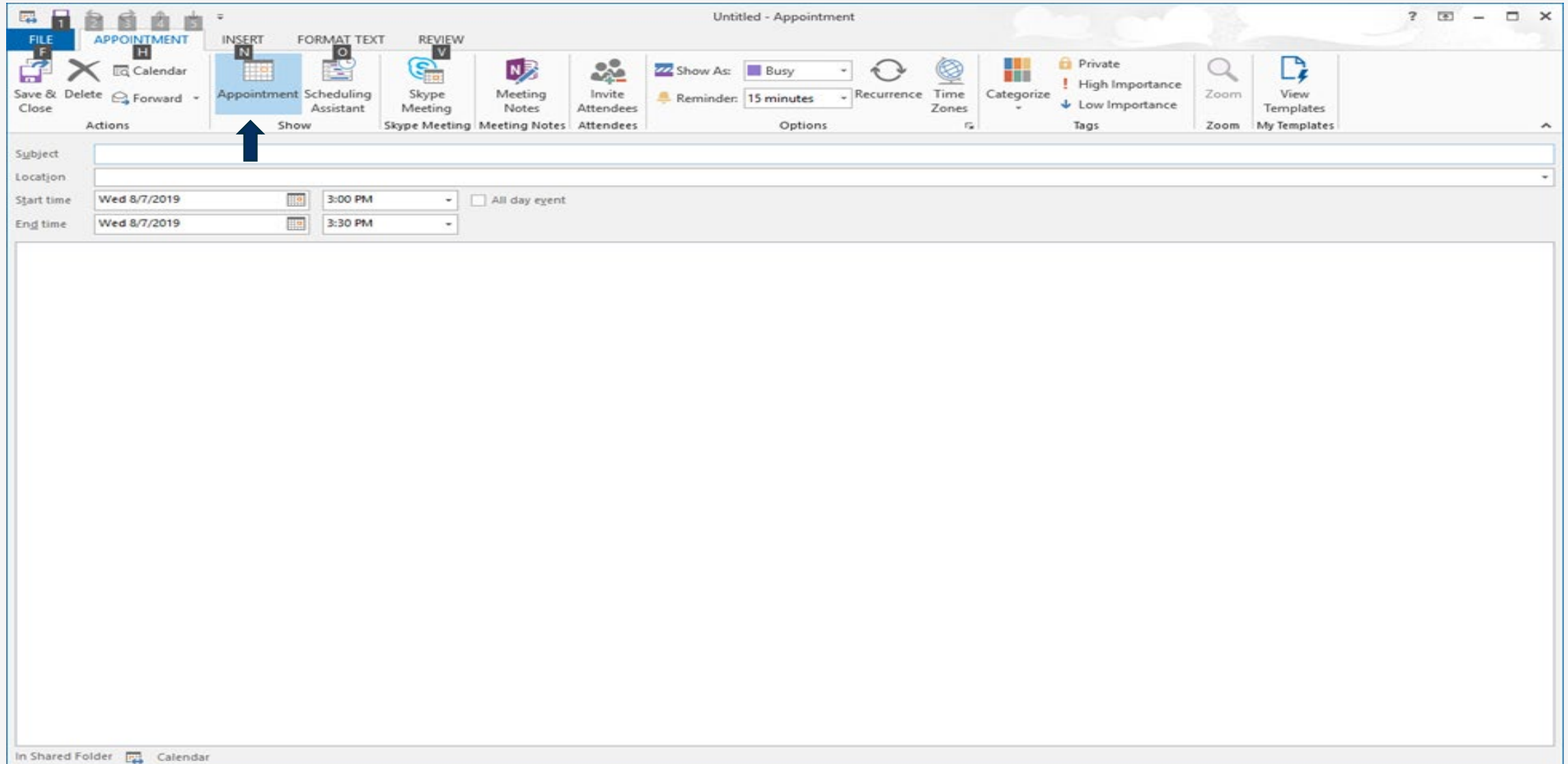
PLEASE REMEMBER

- NO smoking in vehicle
- NO alcohol, narcotics, illegal drugs in vehicle
- NO use of cell phone unless hands free per state law
- NO personal use of vehicle

IN OUTLOOK, CLICK ON NEW ITEMS UPPER LEFT CORNER



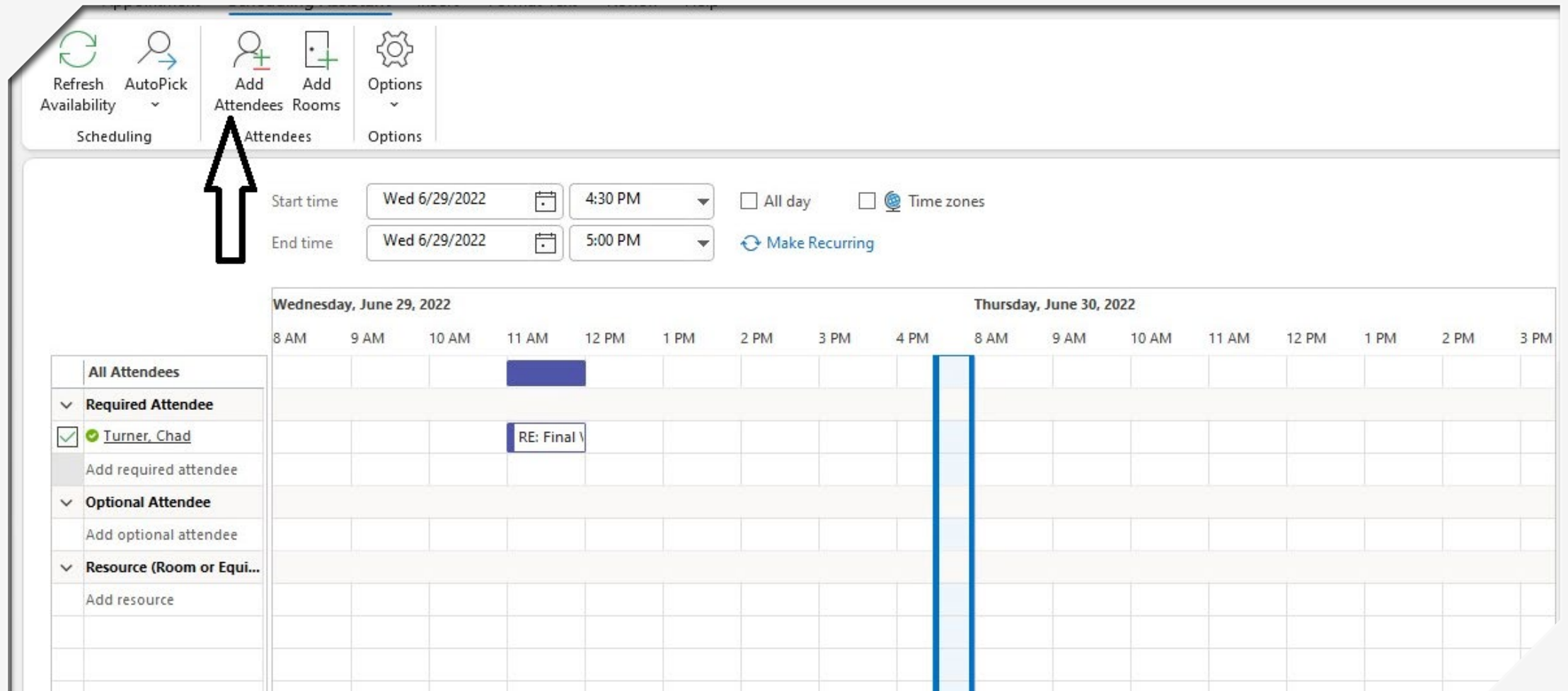
THEN CLICK ON APPOINTMENT



THEN CLICK ON 'SCHEDULING ASSISTANT'

The screenshot displays the 'Appointment' ribbon in Microsoft Word, titled 'Untitled - Appointment'. The ribbon includes several groups of buttons: 'Actions' (Save & Close, Delete, Forward), 'Show' (Appointment, Scheduling Assistant, Skype Meeting), 'Options' (Show As: Busy, Reminder: 15 minutes, Recurrence, Time Zones), 'Tags' (Categorize, Private, High Importance, Low Importance), and 'My Templates' (Zoom, View Templates). A blue arrow points to the 'Scheduling Assistant' button in the 'Show' group. Below the ribbon is a calendar view for Wednesday, August 7, 2019, and Thursday, August 8, 2019. The calendar shows a grid of time slots from 2:00 to 4:00 PM. A vertical blue bar highlights the 3:00 PM slot on Wednesday. On Thursday, a small blue bar labeled 'Procedure R' is visible in the 12:00 PM slot. On the left side, there is a list of attendees: 'All Attendees', 'Eskridge, Richard', and a link 'Click here to add a name'. At the bottom, there are buttons for 'Add Attendees...', 'Options', 'Add Rooms...', and a section for 'Start time' and 'End time' set to 'Wed 8/7/2019' at '3:00 PM' and '3:30 PM' respectively. A legend at the bottom left shows color-coded boxes for 'Busy' (blue), 'Tentative' (light blue), 'Out of Office' (purple), 'Working Elsewhere' (green), 'No Information' (grey), and 'Outside of working hours' (light grey).

Select Add Attendees and choose the Date and Time you need the vehicle



The screenshot shows a scheduling application interface. At the top, there is a toolbar with icons for Refresh Availability, AutoPick, Add Attendees, Add Rooms, and Options. A large black arrow points to the 'Add Attendees' button. Below the toolbar, there are fields for Start time (Wed 6/29/2022, 4:30 PM) and End time (Wed 6/29/2022, 5:00 PM), along with checkboxes for All day and Time zones, and a 'Make Recurring' button. The main area is a calendar grid showing Wednesday, June 29, 2022, and Thursday, June 30, 2022. On Wednesday, there is a blue block from 11 AM to 12 PM labeled 'RE: Final \'. On Thursday, there is a vertical blue line at 4 PM. On the left side, there is a sidebar with a list of attendees: 'All Attendees', 'Required Attendee' (with a checked box next to 'Turner, Chad'), 'Optional Attendee', and 'Resource (Room or Equi...)'.

Refresh Availability AutoPick **Add Attendees** Add Rooms Options

Scheduling Attendees Options

Start time: Wed 6/29/2022 4:30 PM ☐ All day ☐ Time zones

End time: Wed 6/29/2022 5:00 PM [Make Recurring](#)

Wednesday, June 29, 2022 Thursday, June 30, 2022

8 AM 9 AM 10 AM 11 AM 12 PM 1 PM 2 PM 3 PM 4 PM 8 AM 9 AM 10 AM 11 AM 12 PM 1 PM 2 PM 3 PM

All Attendees

▼ Required Attendee

☒ Turner, Chad

Add required attendee

▼ Optional Attendee

Add optional attendee

▼ Resource (Room or Equi...)

Add resource

You will see that the vehicle is available
or if it has been reserved by someone
else

If busy:

The calendar will show a dark blue line
on the date and time that was picked.

If Available:

The calendar will show no color

BUSY VERSES AVAILABLE

File Meeting **Scheduling Assistant** Insert Format Text Review Help

Refresh Availability AutoPick Add Attendees Add Rooms Room Finder Options

Start time Thu 6/30/2022 12:30 PM All day Time zones

End time Thu 6/30/2022 1:00 PM Make Recurring

Send

Thursday, June 30, 2022 Friday, July 1, 2022

3 PM 4 PM 8 AM 9 AM 10 AM 11 AM 12 PM 1 PM 2 PM 3 PM 4 PM 8 AM 9 AM 10 AM 11 AM 12 PM 1 PM

All Attendees

- Required Attendee
 - Turner, Chad
 - Fleet HQAdmin 412-5238
- Optional Attendee
- Resource (Room or Equip...)

Busy

Available

Busy Tentative Out of Office Working Elsewhere No Information Outside of working hours

100%

IF THE VEHICLE SHOWS BUSY, YOU CAN STILL SEND THE REQUEST AND YOU WILL RECEIVE AN EMAIL THAT YOUR REQUEST WAS DECLINED. IT WILL SHOW YOU WHO HAS RESERVED THE VEHICLE


Thu 6/30/2022 12:38 PM

○ Fleet_HQAdmin_412-5238

Declined: Test

When Thursday, June 30, 2022 1:00 PM-1:30 PM (UTC-05:00) Eastern Time (US & Canada).

Location Microsoft Teams Meeting

 Fleet_HQAdmin_412-5238 has declined this meeting.

Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting

[Clowers, William](#) - Wednesday, June 29, 2022 8:00:00 AM to Thursday, June 30, 2022 5:00:00 PM

IF AVAILABLE, YOU WILL RECEIVE AN EMAIL THAT YOUR REQUEST WAS ACCEPTED.


Thu 6/30/2022 1:54 PM

○ Fleet_HQAdmin_412-5238

Accepted: Test

When Friday, July 1, 2022 8:00 AM-9:30 AM (UTC-05:00) Eastern Time (US & Canada).

Location Microsoft Teams Meeting

 Fleet_HQAdmin_412-5238 has accepted this meeting.

Your request was accepted.

Sent by Microsoft 365

IF YOU NEED TO CANCEL YOUR TRIP, GO BACK TO YOUR CALENDAR AND SELECT CANCEL MEETING. THIS WILL FREE UP THE VEHICLE.

File

Meeting

Scheduling Assistant

Tracking

Insert

Format Text

Review

Help

Undo

Cancel Meeting

Join Teams Meeting

Meeting Options

Send to OneNote

Contact Attendees

Attendees

Busy

None

Recurrence

Options

Categorize

Tags

Dictate

Voice

Immersive Reader

Immersive

Viva Insights

Add-in

New Meeting Poll

FindTime

View Templates

My Templates

Fleet

Automatic reply: "Thank you for contacting the Office of Property and Facilities at Georgia Vocational Rehabilitation Agency (GVRA). This automatic reply is just to let you know that we received your message and w.

Attendee responses: 0 accepted, 0 tentatively accepted, 1 declined.

Send Update

Title

Test

Required

Fleet HQAdmin 412-5238

Optional

Fleet

Start time

Thu 6/30/2022

1:00 PM

All day

Time zones

End time

Thu 6/30/2022

1:30 PM

Make Recurring

Location

Microsoft Teams Meeting

Room Finder