



**APPLING COUNTY SCHOOL SYSTEM
DR. SCARLETT M. COPELAND, SUPERINTENDENT
249 BLACKSHEAR HIGHWAY
BAXLEY, GEORGIA 31513**

RULES FOR USE OF COUNTY VEHICLES:

- 1. Driver must be an employee of the Appling County School System to use vehicle and accommodate 4 or more traveling.**
- 2. Vehicle is only allowed to travel Georgia and its surrounding states (FL, AL, TN, SC, NC).**
- 3. No animals are allowed in the vehicle.**
- 4. Vehicle must leave from county office (the vehicle cannot be taken to a school) and be returned to the county office when travel is completed.**
- 5. Vehicle cannot go home with employee at any time. If you are traveling daily to a conference - meet at the county office each day.**
- 6. Insurance cards are placed in middle console.**
- 7. Employees must fill out the mileage log sheet for each trip. Log is located in the middle console. Please fill out beginning mileage before you leave the Board Office to maintain an accurate log sheet.**
- 8. Upon return, you must fuel the vehicle with gas. Maintain your receipt and turn in a travel expense statement for processing and reimbursement.**
- 9. Please empty all trash, drink bottles, food wrappers, etc. before you return the vehicles. Please be courteous to those who use the vehicles after you.**
- 10. Upon returning vehicle, you must park on the building side closest to the Baxley Church of God.**
- 11. Key(s) for the vehicle are to be picked-up at the county office from Elvira Russell by 4:00 p.m. You must bring a copy of your valid driver's license with you. When returning key(s) please drop off by 4:00 p.m. no later than the day after return.**
- 12. Key(s) cannot be sent through school mail. They must be signed out and then signed back-in at the county office to Elvira Russell.**
- 13. It is imperative that vehicles are cleaned out by those using them. Please use the available disinfectant wipes to wipe down the inside of the vehicle. We do not have staff to clean vehicles, so it is up to each professional staff member to maintain them.**

The Appling County School System reserves the right to revoke use of the vehicle at any time. Using the system vehicle is a luxury that many systems do not have. Thank you.