

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0572 (VH) **Subject:** Vehicle Key Distribution/Use
Effective Date: 01-01-00 **Last Revision:** 04-20-22
Person Responsible: Health & Safety Coordinator

Approvals/Date: Brent Owen 4/22/22 _____
Superintendent, WCBDD Date Department Director Date

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| 1. All vehicle keys will be kept in a locked cabinet in the Transportation Department. |
| 2. A master set of all vehicle keys will be kept by vehicle maintenance. |
| 3. When staff need a vehicle from the Transportation Department, staff are required to reserve a vehicle on the Vehicle Lending Website and to sign the key out on the Key Sign Out Form 03-ALL-ALL-0417. |
| 4. When a key is returned, staff returning the vehicle, must date and initial the Key Sign Out Form 03-ALL-ALL-0417. |
| 5. If a key is returned when no one is in the office, the key can be placed in the key drop box located on the north side of the Community Service Building. The drop box will be checked daily for returned keys. |

References: 02-ALL-ALL-0571(EFM)

Forms: 03-ALL-ALL-0416
03-ALL-ALL-0417

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