

Doña Ana County Head Start

VEHICLE RESERVATION PROCEDURES

1. Contact Central Office 24 hours prior to the time the vehicle/bus is needed.
2. Calls should be made to the following number:

647-8733 Central Office
3. Information that should be provided at the time of request for vehicles:
Date of Use, Time, Destination, Number of passengers to be transported and
any need for additional drivers.
4. Keys for center vehicles are at the respective centers. All vehicle(s) parked
at Hadley Center will have keys available through Central Office.
6. It is required of staff members to return vehicles to Hadley Center after use.
If GAUGES indicate need for fuel, oil, etc. or vehicles are dirty, it is your
responsibility to refuel and maintain before returning vehicles. If you see
that the vehicle needs washing, please notify the Administrative Office.
7. All citations in Head Start vehicles or private vehicles must be reported to
the Administrative Office. Failure to do so may result in discipline
including suspension or termination. All violations will be **paid by the
driver.**
8. Due to the growth of our program, your compliance with this procedure will
help us keep our vehicles in good working and appearing condition.

YOUR COOPERATION IS GREATLY APPRECIATED!