

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations
Subpart: J-Program Management and Quality Improvement
Section: 1302.101 Management System
Subject: Out of Town Travel Preparation

Policy:

Staff going on an out-of-town trip, that is more than fifty (50) miles one way from their center, will be required to fill out a pre-trip inspection checklist for the vehicle that is being driven.

Procedure:

1. Determine that the trip is fifty (50) miles or more one way.
2. Obtain the “Daily Vehicle Pre-Trip Inspection” checklist.
3. Inspect vehicle according to the pre-inspection checklist, and the vehicle diagram.
4. If no problem is found, return completed checklist to the Administrative Assistant before leaving.
5. If there is a problem, alert the Administrative Assistant. You will need to take an alternate vehicle. If there are no vehicles available, you may use your personal vehicle. Tri-County Community Council will reimburse you for mileage.
6. If there should be any mechanical failure during the duration of your trip, contact Tri-County Community Council’s mechanic, Tom Crisp, at the garage (850) 260-9226 or on cell phone (850) 326-1215.
7. Tri-County Community Council’s mechanic, Tom Crisp, is our local roadside aid. If you are within Tri-County Community Council’s seven (7) service counties (Holmes, Walton, Washington, Bay, Okaloosa, Jackson, and Santa Rosa), call his cell phone and he will assist you. If you are out of the service area, he may be able to help you with outside information.
8. Each agency vehicle will be equipped with a fire extinguisher, two (2) safety triangles (one to be placed at the front and back of the vehicle), a first aid kit, and a working flashlight. If you do not have a personal cell phone, ask your supervisor for one before leaving on your trip.
9. An agency credit card should be in your possession in the event of an emergency. A credit card can be obtained from the Director or the Director’s Assistant. If either card is unavailable, please have your own personal credit/debit card and you will be reimbursed by Tri-County Community Council by way of an in-house invoice.