



If you are assigned a vehicle to drive while on the job for Three Rivers District Health Department, here are the things YOU NEED TO KNOW!

1. Gas/Fuel: A Log binder is located in every TRD car. Locate this and you should find a log, maintenance card and gas card inside.
 - a. To get fuel simply go to any fuel station. While not EVERY fuel station accepts our WEX fuel cards, we have found that in our area, the success rate is near 100%. Simply scan the card at the pump. If the card is accepted, it will ask for the odometer reading first and secondly your driver ID #. (the last 4 digits of your SS#)
 - b. Please document the gas in the log binder where you found the card and return the card to the zipped container in the binder.
 - c. Keep the receipt and submit to the designated person at the District Office upon return.
2. Oil Changes/Maintenance: An appointment is recommended for best efficiency if you have to wait.
 - a. All TRD vehicles should have oil changes and tire rotations (as needed) every 5,000-6,000 miles per policy. Additionally, the vendor should check all fluids, belts, hoses, brakes, etc. as part of the normal maintenance program approved by Enterprise. As the assigned driver, you are responsible for assuring this occurs. If you require assistance for any reason, please contact Justin Pittman.
 - b. Take TRD vehicle to approved vendor for maintenance. There are currently several vendors utilized within TRD area. Contact Justin Pittman for a vendor near you that we have used in the past.
 - c. Show the vendor your maintenance card (should be located in the log book. If lost, please contact Justin Pittman)
 - d. The vendor will contact Enterprise and work out the details of the work to be done.
 - e. Log all maintenance (oil change, front brakes, etc.) in the log binder and put any receipts in the log book binder
3. Accidents:
 - a. Always contact the police or other medical personnel as needed first.
 - b. Report accidents immediately or as soon as possible to your Manager or Justin Pittman. You will be asked to complete an incident report later.
4. Miscellaneous:
 - a. Only TRD employees and Board Members are permitted to operate/ride in agency vehicles.
 - b. While assigned a vehicle, whether temporary or permanent, maintenance, gas, or any issues, are your responsibility to address or report.

Contacts:

Justin Pittman 502-682-0294

