

Reserve a DJJ State Vehicle

1. Complete the Vehicle Request Form/Check-Out Form (located in the Forms Library).
2. Send the VRF/COF to the Vehicle Pool Vehicle.Pool@djj.state.fl.us email.
3. A Support Services representative will respond to the request within 4 hours.
4. The response will include an approval if a vehicle is available, along with the reserved vehicle tag number or a denial, if a vehicle is not available during the requested date/time.
5. If you receive a denial, you will need to reserve a rental car from Enterprise. In order to justify the car rental on the Authorization to Incur Travel Expense Form, please attach a copy of the denial email from Support Services.

Picking Up and Returning A DJJ State Vehicle

1. The Vehicle Log Book (VLB) with vehicle keys are to be picked up in Support Services, Suite 1209 of the Alexander Building, Monday through Friday from 7:30 AM till 5:00 PM.
2. DJJ Pool vehicles are parked near the generator (between the Alexander and Knight buildings).
3. The VLB contains a Wright Express fuel card, along with detailed usage procedures.
4. All vehicles must be returned on the day noted on your VRF/COF (fueled, cleaned and ready for the next user). Please be sure to note any maintenance issues in the VLB.
5. The VLB should be returned to the Support Section, Suite 1209, Alexander Building. The Alexander building DJJ after-hours access code is 7210.

Accidents or Mechanical Problems

1. There is an Automobile Accident Report form with procedures located in the VLB. Additionally, employees are required to notify the CCC (1-800-355-2280) to report an accident.
2. If there is a vehicle emergency, the WEX card has a toll-free number for repairs and assistance. Please be sure to notify the HQ contacts identified in the logbook, as well.



Florida Department of Juvenile Justice
Headquarters Vehicle Pool
Vehicle Request/Check-Out Form

Date: _____

Name of Traveler: _____

Headquarters Office: _____

Organization Code _____ **EO** _____

Destination: _____

Departure Date: _____

Time: _____

Return Date: _____

Time: _____

Acknowledgement

I hereby acknowledge that by receipt of the assigned vehicle I will conform with all Department policies and procedures pertaining to the use of a State vehicle. I will drive safely obeying all traffic laws, use my seatbelt at all times, and be courteous to all other drivers on the road. I will secure the vehicle properly when not in use. If in an accident, I will follow the accident reporting procedures in the vehicle log book and will report to the vehicle dispatcher any damage or problems noted with the vehicle at time of turn in. I will return the vehicle clean, fueled and in the same condition in which I received it.

Signature _____

Issued by _____

Checked in by _____