

Reserving Girl Scout Vehicles

Reservation Process

Step 1: Check Vehicle Availability

- Open Outlook Calendar and find the calendar of the vehicle you wish to reserve:
 - Chevy Captiva
 - Chevy Tahoe
 - Journey (Ford Wagon- 15 Passenger)
 - Nissan Versa
- Check the availability of the desired vehicle for your intended reservation date and time

Step 2: Create a Meeting Invite

- Once you've confirmed availability:
 - Open a new meeting invite in Outlook
 - Set the date and time for your reservation, including drive time
 - Add the desired vehicle as a required attendee
 - Add Rick Mendenhall and Angelica Quishenberry as optional attendees
 - Include a brief description of the purpose of the reservation in the subject, ex. "Bestie Bash- Weatherford," or "Service Unit Meeting- Guthrie"

Step 3: Send the Invite

- Send the meeting invite
- Wait for the calendar's response. If the invite is accepted from the vehicle's calendar, you're good to go
- If your invitation is declined despite the vehicle being available, or if your invitation is accepted but you do not see it on the vehicle's calendar, submit an IT ticket for assistance

Step 4: Pick Up the Keys

- Keys should be picked up and returned during your reservation period
- Keys are located in the south black cabinet in Angelica's office
- Retrieve the binder designated for the vehicle you have reserved

Step 5: The Binder

- Inside the binder you'll find:
 - The key to the vehicle
 - A keycard to Camp Trivera for gate access to pick up the vehicle
 - The gas card for fuel expenses only
 - Insurance card
 - Travel and communication log to be filled out before and after your trip

Step 6: Picking Up the Vehicle

- All vehicles are kept at Camp Trivera
- Use the key card from the binder to gain access to the property
- Locate the vehicle you have reserved, usually either by the garage or across from the Chickasaw Nation campsite
- If you must open the swing gate by the dumpsters, close it when you leave

Step 7: Fueling the Vehicle

- Use the gas card exclusively for purchasing gas
- Ensure the vehicle is returned with over half a tank of gas
- After refueling, keep the gas receipt for accounting

Step 8: Document Gas Receipt

- On the back of the gas receipt, write:
 - Your name
 - The vehicle you drove
 - Your department
 - Any additional coding for accounting

Step 9: Report Vehicle Condition

- If any maintenance issues arise during your reservation:
 - Leave a note in the binder's notes section
 - If attention is required but not urgent, submit a maintenance ticket
 - If it's urgent, email, call or text Angelica

Step 10: Return Process

- Upon completing your trip:
 - Return the vehicle to Camp Trivera
 - Return the keys to their designated place in the cabinet in Angelica's office
 - Submit the gas receipt to the accounting mailbox

Vehicle Problems and Emergencies

Flat Tire

- Safely pull over, turn on hazard lights and assess the situation
- Do not attempt a tire change if you cannot do so safely
- If you can safely change the tire, follow the vehicle manual, or contact the Operations team to see if maintenance is available to assist
- If you cannot change the tire, maintenance is unavailable, or you're outside the city, use your best judgment to arrange roadside assistance if needed
- If a Girl Scouts purchasing card is unavailable, the gas card may be used as an exception for this expense
- Document the issue, location and actions taken in the binder's notes section and notify the Operations team

Accident

- Prioritize safety, check for injuries and contact emergency services if needed
- When safe, document the scene and damage, gather other parties' contact and insurance information and complete any required accident report
- Immediately notify your supervisor and the Operations team
- Do not admit fault or make promises regarding payment or reimbursement at the scene
- Document the incident in the binder's notes section and complete any required follow-up

Important Reminders

- If you need to adjust your reservation or require accommodations, contact Angelica
- Always ensure proper communication regarding vehicles to maintain transparency and efficiency
- Do not drive a vehicle that is unsafe to operate
- Use reasonable judgment and communicate vehicle problems promptly