

### **Reserving the Hyundai motor pool car:**

- Use online calendar (Travel Car 301) to reserve the Hyundai
- There is a clipboard in the vehicle, please fill it out **before** and **after** your trip
- The vehicle must be returned clean with a full tank of gas

### **Fueling a vehicle:**

- Contact fleet for your personal PIN number which is not to be shared
- Each vehicle has its own fuel card that is specific to that vehicle, usually located in the glovebox.
- Your personal PIN will work to fuel any vehicle
- Our local Petrocard fuel station is located at 23 Seton Rd.
- Use E10 unleaded, pump #4 or #5 at the Port Townsend location
- Insert vehicle card, enter PIN #, vehicle milage then pump number
- When traveling you can use the fuel card at any Petrocard, CFN, Pacific Pride, Fuelman network, WEX and Clean N Green fuel. Use the following link to locate a fueling station for your trip. <https://bit.ly/PetroCard-Cardlocks>

### **Car Wash:**

- The vehicle needs to be returned clean, inside and out
- The city has an account with the Car Wash, located at 515 Rainier St.
- They will use the vehicle number (301) for billing our account
- Vacuums are available free of charge, no tokens required

### **FAQ:**

#### ***When do I contact the fleet department?***

- When the vehicle is due for service, there is a milage sticker in the upper left of the windshield.
- Vehicle related issues, needs wiper blades, any warning lights that come on, etc..

#### ***What is the city's policy on using city vehicles?***

- Refer to section 9.10 in the Personal Policies Manual

#### ***What is the process of I'm in an accident?***

There is an envelope in the glove box of each vehicle that says vehicle accident form & instructions and Insurance card. Inside the envelope you will find an accident report form with instructions, insurance card and registration. All accidents need to be reported to the manager and fleet department. First aid kits and fire extinguishers can be found in each vehicle.