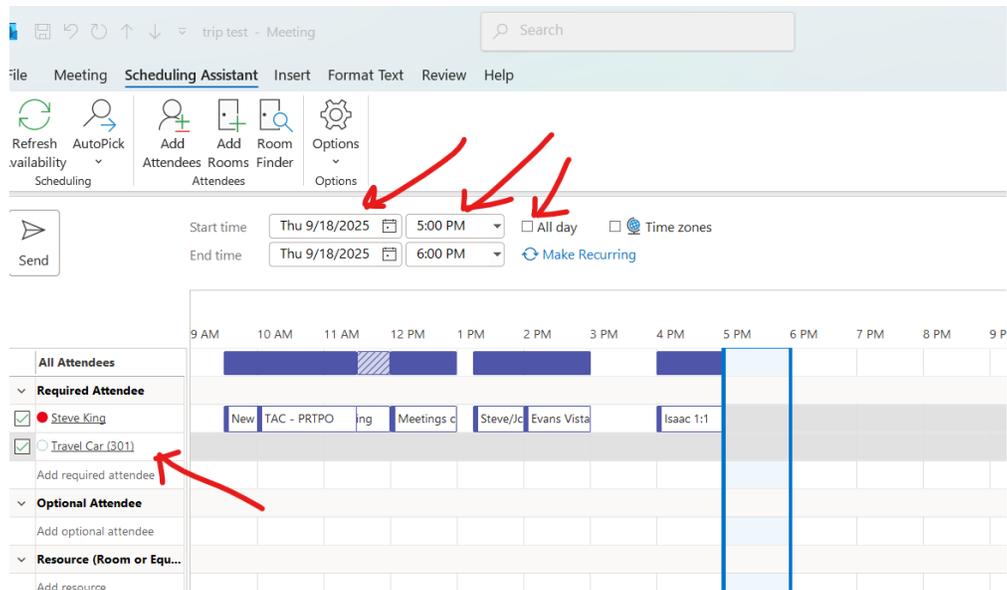


The City now has a much needed travel car. The Hyundai (vehicle 301) lives in the City Hall parking lot and is available to all city employees for the purpose of travel to conferences, out-of-town meetings, and out of town for other work related trips. This car is a hybrid and is very efficient and cost effective to use. Staff needs to make use of this car as priority #1 when traveling. If you have a reason why to use another car or travel in your personal car, please get approval with your supervisor. This travel car should be used except for rare occasions as it is set up for travel.

Here is how it works to use the car.

1. The car needs to be reserved using an outlook calendar invite as soon as you know the dates and time you will need it. Please enter the car as a required attendee to your calendar invite. Outlook will not reserve the car if you enter it as optional. It is paramount that this car be checked out and available when it is needed. If it is not checked out, it may be used for general use by employees. Below is a picture of an outlook calendar event with the travel car invited as an attendee. Please ensure that the time and dates are correct. Please make sure to give you enough time on either side of the trip to prepare such as fuel up and keeping it new and cleaning.



2. If you would like to see the travel car schedule, please add the travel car calendar to your Outlook calendars and make sure it is checked. You can then see if the car is checked out. See below, in this case Jenny has the car checked out this week.

The screenshot shows a Microsoft Outlook calendar interface. The main view is a weekly calendar for September 21-27, 2025. A green bar representing a reservation for 'TravelCar301' is visible from Monday to Friday. A red circle highlights the name 'Jenny Murphy' on Wednesday, September 24th. A red arrow points to the 'TravelCar301' entry in the left-hand task pane.

Day	Sunday (21)	Monday (22)	Tuesday (23)	Wednesday (24)	Thursday (25)	Friday (26)	Saturday (27)
8 AM				Jenny Murphy			
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							

3. The keys are in the Finance Department hanging on the bulletin board in the PEL area. Please take the keys only after you have checked out the car. All other staff who want to use the car for incidentals, please check to make sure the car is not checked out on the calendar. If the car is checked out, please do not use the car unless you are the one that reserved the car otherwise folks will show up looking for the keys and they'll be gone.. yikes! 😊



3. When you use the car, please enter the mileage on a clipboard before you leave and when you return so costs can be allocated by department.
4. Finally, please fuel and clean the car before parking it at City Hall when you are done.
 - The fuel tank should be kept at a minimum of a quarter tank, but if you are going out of town it's always a good idea to fill it up.
 - We have an account with the Car Wash at the first round about, feel free to take it through there to clean it if it's needed.