

Plumas County Facility Services



Pool Car Reservation Form

Today's Date: _____ Dates of use: _____

Department requesting vehicle: _____

Employee: _____ Destination: _____

Phone Number: _____ Return Date: _____

E-Mail: _____ C-Net: _____

PLEASE CHECK THE VEHICLE YOU PREFER

Silver Subaru Impreza Silver Buick Century White Ford Escape

White Mercury Sable White Ford Explorer

(Facility Services may substitute another vehicle if your preference is not available)

Signature: _____ Date: _____

(I agree to adhere to the Policies & Procedures set forth by the
Plumas County Facility Services Department.)

Beginning Mileage: _____ **Ending Mileage:** _____

Please Note:

1. Keys may be picked up at the Facility Services office, 198 Plumas Ave., weekdays from 7:00 am to 5:00 pm.
2. Keys must be returned to Facility Services office, during regular business hours or placed in the drop slot next to the office door after 5:00 pm.
3. All vehicles are to be returned to the pool car compound and must be secured within the gated yard if returned after 5:00 pm. (A gate key is provided on the vehicle key ring.)
4. Refueling of vehicles is not provided by Facility Services. Users must fill vehicle with fuel prior to returning vehicle.
5. Vehicles must be returned by 8:00 am on the return date scheduled above. This will ensure that the vehicle is available for the next employee.
6. The Facility Services Department wants you to have a safe and reliable vehicle for your travels. **Please, for your safety, inform us of any mechanical problems or damage to any vehicle.**