

Making a Reservation

The following information is needed in order to make a reservation

- Drivers License Number_____
- First and last name_____
- Phone Number_____
- Agency Number/Name_____
- Date & Time Needed_____
- Date Returning_____
- Farthest Destination_____
- # of Passengers_____
- Type of Vehicle Requested_____

Types of vehicles may vary depending on what is available at the time the reservation is made.

Types of vehicles available:

Civic CNG – A natural gas vehicle that can travel up to 200 miles, round trip. This vehicle is given out when a reservation meets these requirements.

Focus – A smaller economic vehicle

Sedan – A medium-sized car, currently the Ford Fusion 2wd

Prius – Hybrid

SUV – A four wheel drive vehicle, currently the Ford Escape

7-passenger van – A Dodge Caravan

12-passenger van

Specialty vehicles may be available. These would include, but may not be limited to, cargo vans and pickups.

For cost comparison see: http://www.oregon.gov/DAS/SSD/FLEET/docs/Fleet_DR_Calc_0911.xls

For daily prices see: <http://www.oregon.gov/DAS/SSD/FLEET/rates.shtml>

Daily price is based on a 24 hour period from the date/time the vehicle is picked up to the date/time the vehicle is returned.

Your agency is responsible for any and all charges incurred by your driver.

Your agency is billed for the daily rate plus any fuel used during the trip.

Your driver is not required to fuel the vehicle before returning; we do not charge a refueling fee.

To find out about additional fees that may be applied see:

<http://www.oregon.gov/DAS/SSD/FLEET/docs/daspol.pdf>

To place a reservation call 503-378-4377.
