

# Making a Reservation

The following information is needed in order to make a reservation

---

- Driver's License Number \_\_\_\_\_
- First and last name \_\_\_\_\_
- Phone Number \_\_\_\_\_
- Agency Number/Name \_\_\_\_\_
- Date & Time Needed \_\_\_\_\_
- Date Returning \_\_\_\_\_
- Furthest 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:

Bolt – A mid-sized electric vehicle that can travel up to 170 miles, round trip. This vehicle is given out when a reservation meets these requirements.

Volt – a mid-sized plugin hybrid vehicle

Prius – a mid-sized plugin hybrid vehicle

Sedan – A mid-sized vehicle

SUV – A four wheel drive vehicle

7-passenger van

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: [https://www.oregon.gov/DAS/FleetPark/Documents/Fleet\\_DR\\_Calc.xls](https://www.oregon.gov/DAS/FleetPark/Documents/Fleet_DR_Calc.xls)

For daily prices see: <https://www.oregon.gov/das/FleetPark/Pages/rates.aspx>. 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:

[https://www.oregon.gov/DAS/FleetPark/Documents/internal\\_pol.pdf](https://www.oregon.gov/DAS/FleetPark/Documents/internal_pol.pdf)

**To place a reservation, call 503-378-4377.**