

## After Hours or Overnight Parking at the State Motor Pool North Lot

### Parking a vehicle in the “North Lot”

1. Drive the DAS vehicle to the North Lot gate. **DO NOT FOLLOW ANOTHER VEHICLE THROUGH THE OPENED GATE.**
2. Remove the WEX fuel card from the blue vehicle packet.
3. Insert the card into the card reader, **regardless if gate is open or not**, with the magnetic strip down and to the right. **DO NOT PUSH ANY BUTTONS ON THE CARD READER.**
4. If the screen reads “processing,” gate will open if it isn’t already open.
5. If the screen reads, “card inserted wrong” or “card not detected”, wait for the card reader to reset and try again.
6. Drive into the North Lot and park the DAS Vehicle in any empty space.
7. If you are walking out, push the button located on the left side of the key drop box (as you’re facing the key drop box) and gate will open.
8. If you are driving out, your vehicle will trigger the gate to open as you drive toward the gate.
9. The gate closes automatically.

**NEVER FOLLOW ANOTHER VEHICLE THROUGH THE GATE WITHOUT SWIPING THE WEX FUEL CARD FOR YOUR VEHICLE.**

**The card for each vehicle needs to be swiped in the gate card reader so the date and time are recorded.**

### Returning a vehicle to the “North Lot”

1. Drive the DAS vehicle to the North Lot gate. **DO NOT FOLLOW ANOTHER VEHICLE THROUGH THE OPENED GATE.**
2. Remove the WEX fuel card from the blue vehicle packet.
3. Insert the card into the card reader, **regardless if gate is open or not**, with the magnetic strip down and to the right. **DO NOT PUSH ANY BUTTONS ON THE CARD READER.**
4. If the screen reads “processing” the gate will open.
5. If the screen reads, “card inserted wrong” or “card not detected”, wait for the card reader to reset and try again.
6. Drive into the North Lot and park the DAS Vehicle in any empty space. If you are being picked up by someone else, have them follow you into the lot.
7. Remove the green card from the blue vehicle packet.
8. Write the ending mileage, date and time you returned the vehicle, and sign the green card.
9. Leave the green card and the packet in the vehicle.
10. Remove all of your personal items from the vehicle
11. **DO NOT LEAVE THE KEYS IN THE VEHICLE**
12. Lock the vehicle.
13. Place the keys in the drop box located by the gate before you exit the lot.
14. If you are driving out, your vehicle will trigger the gate to open as you drive toward the gate.
15. If walking out, push the button located on the left side of the key drop box (as you are facing the key drop box) and the gate will open.
16. The gate closes automatically.