

Frequently Asked Questions

Parking

The Lab-wide vehicles available for reservation are parked between Building 13 and CEBAF Center (Building 12). Division-specific vehicles are parked in designated areas; please inquire with your division's administrator for information. Vehicles are to be returned to the same parking lot area it was originally retrieved. This is to ensure consistency, protection, and efforts against pilferage.

The gas cards for all of the GSA Vehicles are located in SSC 28 Room 16. There is also a black key return box outside of SSC 28 Room 16 to return items at your convenience or outside of office hours.

Credit Cards & Fueling

Drivers are required to use GSA Fleet Gas Cards to fuel the vehicles. These gas cards will be provided with the keys at pick up.

Vehicle	ID	Gas Type
Ford Fusion	G10-1924W	HEV OR Regular Unleaded
Dodge Caravan	G41-1192W	E85 OR Regular Unleaded
Dodge Pickup	G42-B1622	Regular Unleaded ONLY

Gas requirements are also written on the gas credit card holder for convenience. Vehicles need to be returned with no less than 3/4 of a tank of gas.

Tolls

Drivers are welcome to exercise Pay-By-Plate toll options. Tolls collected are then sent through the GSA Fleet office to our Property department for payment. Individuals are also allowed to drive through EZ-Pass lanes if desired.

If an individual pays for tolls personally with cash, please speak with your division administrator for reimbursement.