

Vehicle Reservation Procedure

Jefferson Lab Fleet pool vehicles are now available for reservations via the Office 365 Calendar program. These vehicles may only be reserved for official JSA business use as outlined in section 301.03 of the Administrative Manual ([Admin Manual Fleet Reservation](#)).

To reserve a vehicle, set up an appointment for the desired pickup and returned dates and times and then type either “Ford” or “Dodge” in the “Location” field to view and select one of the following vehicles:

- Ford Fusion G12-0079U (training required, see below);
- Dodge Caravan G41-1192W; or
- Dodge Truck G42-1006R (4-passenger).

When reserving a vehicle, be sure to include the destination and reason for the trip in the subject line. Before reserving the Ford Fusion, ensure that you have completed the required training, SAF 309 Ford Fusion Hybrid Operators Guide, which is available on the page for [Web Based Training](#).

Keys for reserved vehicles can be picked up on the day of use from the Support Service Center front desk. At the conclusion of the trip return vehicle keys and gas receipts to the black drop box outside SSC room 28. Joe Thomas is now managing this program and can be reached via email (thomasb@jlab.org) and at x5440.

Alternate contacts for fleet vehicle reservations are Mark Loewus (loewus@jlab.org) at x 7847.