



# TRANSPORTATION

## New Rental Procedures

**ACCESS TO THE LOT BY APPOINTMENT ONLY!**

### SCHEDULE YOUR VISIT

**SCHEDULE AN APPOINTMENT WITH DISPATCH**

**24 Hour advance notice is required**

Equipment orders must be made via text, email or phone

NO walk-up orders can be fulfilled

A designated time will be scheduled



### PICK UP

**CHECK-IN AT BLDG. 8166 DISPATCH WINDOW**

**Non-essential staff are asked to remain in vehicles**

Vehicle keys will be transferred in a sanitized tray

All disinfected vehicles will display a "Sanitized" sticker on the driver's side door

### RETURNS

**SCHEDULE AN APPOINTMENT WITH DISPATCH**

**24 Hour advance notice is required**

Drivers will park vehicles at the fuel pump area, then proceed to Dispatch window to begin check-in process



### CLEANING VEHICLES

**Vehicles will be cleaned with disinfectant sprays and sanitized with electrostatic fogger**  
Sanitized sticker applied to clean vehicles

**MAINTAIN 6' SOCIAL DISTANCING**  
**FACE COVERINGS MUST BE WORN**

**CALL NOW TO SCHEDULE YOUR VISIT!**

**TRANSPORTATION 818.777.2966**