

City of Santa Fe employees who need a motor vehicle to perform official City business may reserve a vehicle by clicking on the "Make a Motor Pool Reservation" link on Finance Accounting homepage. If you have questions about the reservation process you may call John Tennyson at (505) 955-6540.

You will be asked to provide the following information with your request for a reservation:

- Name of Requestor
- Department/Division Name
- Destination
- Reservation Time & Day
- Return Date and Time
- Driver Signature & Date

There are vehicles at four major locations

1. Siringo Road Complex

- Barbara Boltrek 955-5627
- Melanie Lovato 955-5621

2. Siler Road Complex

- Joe Encinias 955-2352
- Antionette Chavez 955-2350

3. Railyard Garage

- Jessica Sandoval 955-6334
- Roberta Catanach 955-6421

4. Convention Center Garage

- John Tennyson 955-6540
- James Varela 955-6550

You will be notified by the Location contact through e-mail of your reservation number and the availability of a vehicle to meet your request. It is important to read the response that you receive from the reservation request as there are occasionally circumstances that require further information. Your reservation is confirmed when you receive a reservation number in the first paragraph of the email response. Always bring your reservation number with you when you pick up a vehicle.

Vehicles are available on a first come/first served basis. Reservations should be made as far in advance as possible (up to one year). All efforts will be made to provide the customer with their particular request.

Please note: In order to check out a vehicle, you will need to show your City of Santa Fe driving permit. If you need to obtain or renew your permit, please contact the Office of Risk Management & Safety at extension 5627 or 5621.

CITY OF SANTA FE

MOTOR POOL RESERVATION FORM

Name:

Department/Division:

Destination:

Reservation Time & Day:

Return Date & Time:

When Vehicle Returned (Which lot is vehicle returned to):

Driver Signature & Date:

Motor Pool Designee Signature & Date:
