



DEPARTMENT OF PUBLIC WORKS

DATE: December 15, 2014
TO: All County Agencies
FROM: Public Works, Fleet Services
RE: Notice of Change to Pool Vehicles

Effective January 5, 2015, the pool vehicles will be operated out of the Public Works Fleet Services, Located at 4000 Brookpark Road, Cleveland, Ohio 44134. The hours of operation are 7:00 AM – 4:00 PM, Monday thru Friday. If you are not familiar with the location we have attached a Google map below.

To request a vehicle or check availability, please contact Fleet Services at 216-661-2800 or fax to 216-661-5520. Fleet services will supply the requesting agency with the forms that are needed. As in the past, vehicles are limited and are on a first-come-first-service basis. Pick-up/drop-off and shuttle services are not available. All persons that will be using a county pool vehicle will be required to show a valid driver's license at the time pick up and any requested vehicle leaving the state of Ohio will require additional approval from the Director of Public Works.

