

# VAN SERVICE: DROPPING/PICKING UP

- **IMPORTANT: We've updated our maintenance process.**  
**Please read the new directions below.** Using the designated walking path, proceed to the Intercity Transit building.
- Drive to our visitor lot at **510 Pattison St SE, Olympia WA 98506**. After entering the driveway, make an immediate right into the small, uncovered section of the lot and back the van into any Vanpool parking space (see stars on map).





510 Pattison St SE,  
Olympia WA 98501

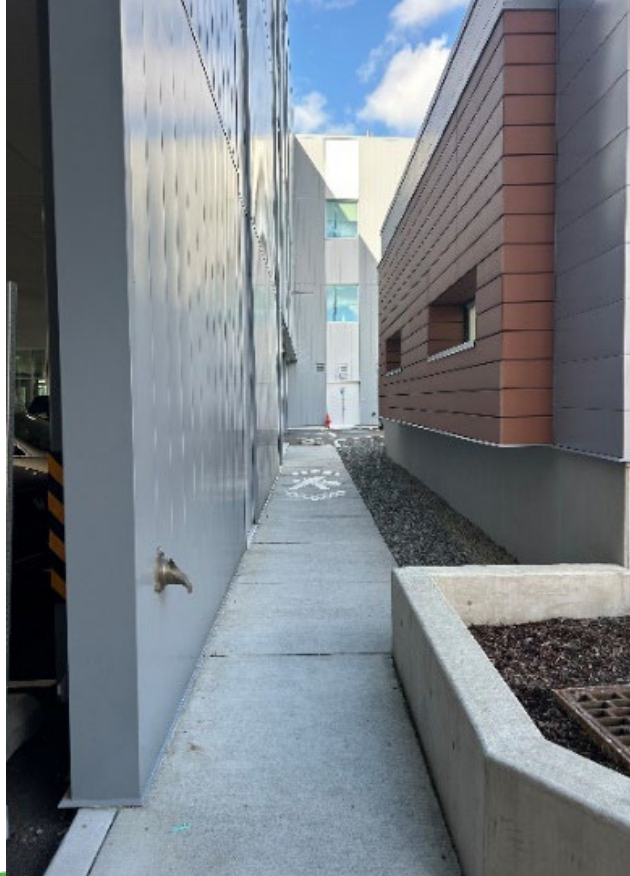
Please park in the  
stalls labeled  
“vanpool only”







# WHEN YOU ARRIVE TO PARK & WALK



# BEFORE YOU ENTER THE BUILDING

- To enter the building, wave your hand over the black sensor pad on the wall.
- If you are entering the building **outside** the hours of 8:30 am to 3:30 pm, you will need a key fob to enter the building.
- Only one key fob is assigned to each group. Please call 360-786-8800 if you unable to access the building.



# WHEN ENTERING THE BUILDING



# WHEN INSIDE THE BUILDING

- **Enter code 1982B.** Turn the knob counterclockwise, open the lockbox and take the key assigned to you in the Service Due email. Relock the lockbox by turning the handle clockwise.



# WHEN LEAVING THE BUILDING

- Return to the visitor lot and locate your loaner van. Transfer employer parking passes and any other necessities to the loaner van. **Leave the fuel card in your regular vehicle** – all loaner vans have their own fuel cards that will work with your fuel PIN. Lock your regular van and keep your key, as you will need it when your vehicle is ready for pickup.
- **IMPORTANT:** Before leaving the lot, scan the QR code and enter the current mileage of the van you are dropping off AND the van you are picking up. This notifies us that your van is here for service.
- You can also find the QR code on an A-board near the vanpool parking stalls. If you're unable to scan the QR code, email van numbers and mileages to [vanpool@intercitytransit.com](mailto:vanpool@intercitytransit.com) or text to 564.233.9442
- **If you experience an emergency such as accident or vandalism, please call the Maintenance shop at 360-705-5873.**