

## Transportation Building vehicle pick up (After Hours Instructions)

**Corp. Car, Van, ECA buses, and White Activities buses:** All personnel must park on the Highway side of the fence and enter the bus lot using the front walk gate, do not park in the bus lot. The walk gate next to the building has a keypad, the pin number to allow access will be provided by the transportation director. The keys to your vehicle will be in them. The vehicle you are using will have a gate opener located on the visor or the dash, this will allow you to **only exit out Gate 2** onto Sycamore St.. Please close the gate after you exit. When you return use the north gate and close it after you enter the bus lot. Park your vehicle in its marked spot and leave the keys in it. Exit the bus lot using the small gate next to the building, there is a gray release button located to the right of the fence next to the gate that will unlock the gate. Make sure all of the gates are closed.

