

# Purchasing & Fleet Services Department

## Fleet Services Repair Facilities

Riverside 4293 Orange St, 92501 (951) 955-1860  
 Moreno Valley 25241 Cottonwood Ave, 92553 (951) 413-2780  
 Emergency After Hours Contact (951) 295-3707

Fleet Services Hours of Operation		
Service Locations	Monday-Thursday	Friday
Riverside	7:00 AM – 4:30 PM	7:00 AM - 3:30 PM
Moreno Valley	7:00 AM - 4:30 PM	7:00 AM - 3:30 PM; Closed Pay Day Week

**For after business hours assistance or if in an accident and the vehicle cannot be driven, use the towing services listed below to tow the vehicle to the Moreno Valley Fleet Services Facility at 25241 Cottonwood Ave, Moreno Valley 92553.**

### Contracted Towing Services for Selected Areas

Riverside / Wildomar District 1	Statewide Towing Town and County Towing	(951) 682-9336 (951) 676-1185
Riverside Down Town / Corona District 2	Statewide Towing Town and County Towing Auto Aid Towing	(951) 682-9336 (951) 676-1185 (951) 735-2180
Murrieta / Temecula Hemet District 3	Town and County Towing Stagecoach Towing Statewide Towing	(951) 676-1185 (951) 849-2346 (951) 682-9336
Indio / Blythe District 4	Classic Auto Transport Statewide Towing	(760) 347-5068 (951) 682- 9336
Moreno Valley Banning / Cabazon District 5	Stagecoach Towing Town and County Towing Auto Aid Towing	(951) 849-2346 (951) 676-1185 (951) 735-2180

Any questions or concerns relating to the County Vehicle being used for **Rideshare** purposes, please contact the County Vehicle Coordinator at: (951) 955-1118 between 7:30 am – 4:30 pm.

#### Fleet Restroom Door Codes

Perris 423 Blythe 423 Cabazon 4293

## Fleet Services After Hours Gate Access for County Vehicle(s) Fueling or Return to:

### Orange Garage

- There is only one after hours entry point to the parking structure at Orange Street and it is located next to the Car Wash and Fleet Services Dispatch Office.
- Drive or walk up to the key pad next to the office and gate.
- Entry gate code “4273#”.
- Drive in and park your car in your designated parking stall.
- To exit the structure, you must drive over one of two cables located near the gate. There is also a button on the post across from the office that you can push to open the gate.
- For rental returns: Complete a return slip, include ending mileage of your rental and space number where the car is parked. Be sure to park rental returns in the assigned YELLOW numbered space. Please place your keys and return slip inside the after-hours key drop off box, located on the outside of the dispatch office door.

### Hemet Garage and Murrieta Southwest Garage

- To enter the facility, pull up to keypad outside gate and enter “#5150” for Hemet and #5150 for Murrieta Southwest; enter through gate after it opens.
- To exit the facility, pull up to the gate slowly and stop very close to it. The gate will open automatically

### Indio Garage

- To enter the facility, pull up to keypad outside gate and enter “8375”; enter through gate after it opens.
- To exit the facility, pull up to the gate slowly and stop very close to it. The gate will open automatically.

**Note: YOU CAN ONLY EXIT THE HEMET and INDIO FACILITIES WITH A VEHICLE TO TRIP THE GATE SENSORS...When you are ready to exit the facility in your vehicle, be sure to drive slowly up to the center of the gate and wait for the sensor to detect your vehicle and open the gate.**

**Before dropping off your rental keys, be sure you have removed all items and personal belongings from the rental pool vehicle.**

**County vehicle book, accident forms, insurance card, fuel sites and additional information can be found at Fleet’s Intranet Site:**

<http://intranet.purchasing.co.riverside.ca.us/Fleet/Documents>