

• OFFICIAL OPERATING MANUAL •

 **pogo**

PARKING INSTRUCTIONS & MORE



CONTENTS

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PARKING RULES

how parking works

Pogo's can be parked and trips can be ended in the areas noted in this section. Pogo covers the parking, so there is no need to pay when parked in these locations. **Free parking** – it's part of the joy of Pogo!

parks & rec centres

We allow members to end their trips at these areas (as long as they're in the Zone e.g. Kinsmen), but we do not allow our vehicles to be left there overnight. End your trip and enjoy the area, but be sure that you take the vehicle back home with you!

private lots & parkades

Not allowed. This includes grocery stores, Impark, condo visitor stalls and personal parking spots. The only time parking is allowed in these areas are when you are performing a stopover and your trip is continuing.

PARKING RULES

public on-street parking

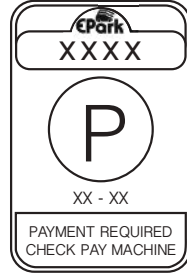
YES



1 hr and 2 hr time limited



Residential restricted



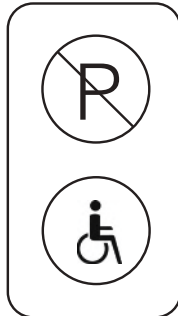
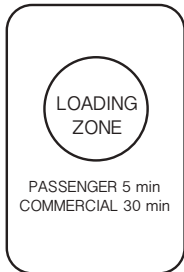
EPark

NO

Please, please, please do not park in a tow-away!



30 min or less time limited



Disabled restricted



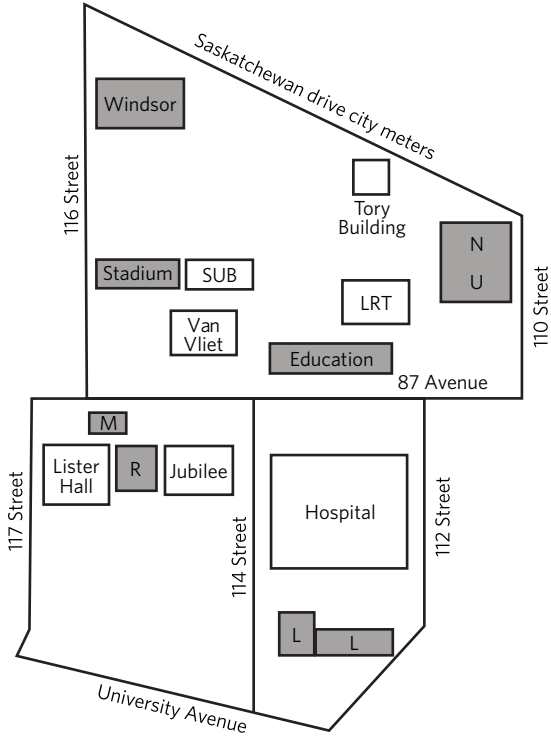
Tow-away (never ever!)

PARKING RULES

university of alberta

Pogo's are allowed to be parked in **surface lots** L, M, N, R and U, and **parkades**: Stadium, Windsor and Education parkades.

PLEASE NOTE: Pogo's can be parked only at the **TOP** of valid University of Alberta parkades.



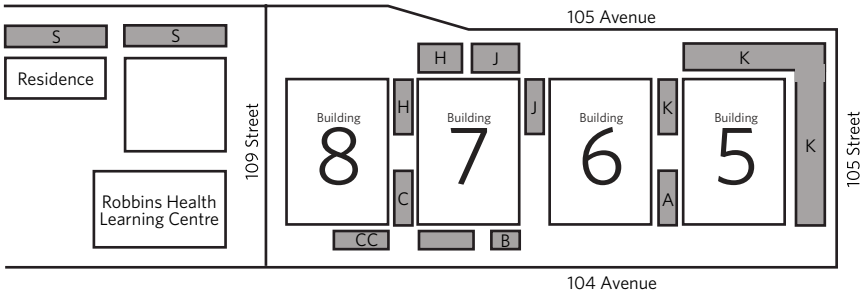
PARKING RULES

campus saint-jean

The U of A's Campus Saint-Jean also has Pogo parking available. Along with the on-street parking surrounding the campus, you can also park in the **visitor parking**.

macewan

Yep, we have parking at MacEwan, too. Parking is allowed in **surface lots** A, B, C, H, J, K, and S.



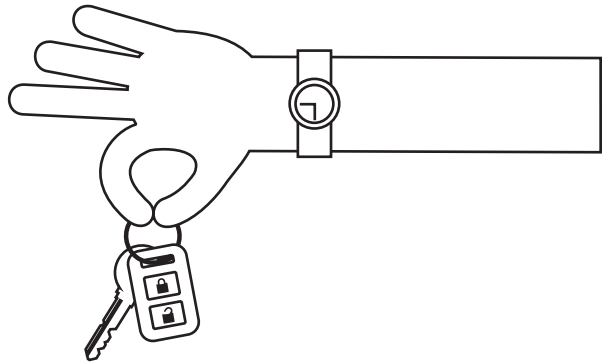
PLEASE NOTE: Parking in MacEwan parkades is not permitted.

OPERATING A POGO

stopovers

Taking a Pogo out of the Zone? No problem. Just keep the key when you park the car and your reservation will continue.

Perform a stopover when you're taking a Pogo on a longer trip, running errands or visiting outside of the Zone.



found items/tickets

For lost items, please leave them in the vehicle and contact us via email.

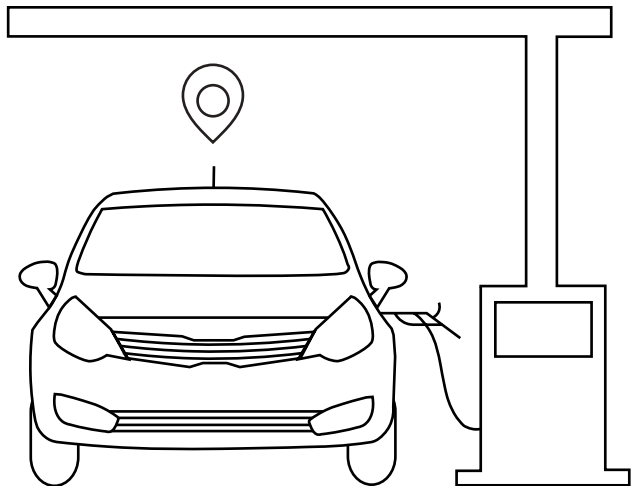
For found tickets, please leave in the glove compartment and continue on your trip.

OPERATING A POGO

refuelling

Oh yeah – the gas is always on us. Here’s how to refuel a Pogo if needed:

- 1) Go to any-at-the-pump gas station
- 2) Once the vehicle is turned off, pull out the keypad and indicate that you are refueling
- 3) Pull the fuel card out from the keypad and look at the keypad screen – it will display the fuel card PIN
- 4) Preauthorize a maximum of \$50
- 5) Fill up the tank and return fuel card to keypad Ta-da!



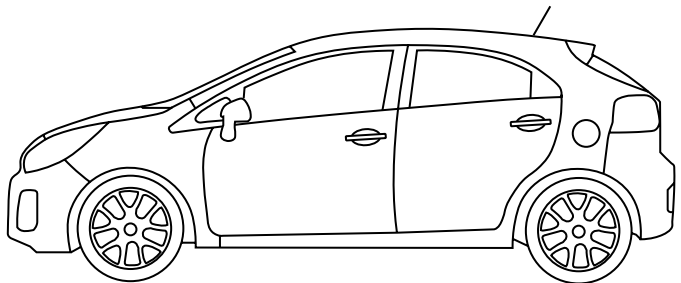
REPORTING DAMAGE

how to report damage

What counts as damage? Any dents, scrapes or missing pieces from the vehicle. Please also let us know if a vehicle is dirty or has the smell of smoke.

Three rules when reporting damage:

- 1) Check out the vehicle before getting inside
- 2) Small circular clear stickers on/near damage indicates that we are already aware of the damage and we plan to fix it ASAP!
- 3) Provide the license plate number or a picture of the license plate along with the damage report email



ACCIDENTS/COLLISIONS

if an accident happens

Accidents happen. And if they do, we've got you covered with our comprehensive insurance policy. If you're in a collision, stay calm and follow these steps:

- 1) If medical assistance is needed, call 911
- 2) Call us at (587) 600-0393 ext. 2 to report the incident
- 3) Do NOT discuss fault
- 4) Exchange (take pictures of) insurance and driver's license information
- 5) Take pictures of any damage

Vehicle insurance and registration is stored in this binder.



CONTACT

For general inquiries, email
admin@pogocarshare.com

For immediate assistance,
call us at (587) 600-0393.