OFFICE OF THE MAYOR

January 18, 1952

MAYOR'S ADMINISTRATIVE ORDER NO. 2

ACTIVATION OF THE CENTRAL MOTOR POOL

Effective Monday, January 21, 1952, the Central Motor Pool at 134 North 22nd Street will go into operation.

Automobiles previously assigned to Commissioners and Bureau Chiefs are to be turned over to the Department of Public Property at this address on Saturday or Monday. Chauffeurs now assigned to departments will report on Monday to the garage and they will be transferred to the payroll of the Department of Public Property. Departmental funds for the maintenance of these vehicles will also be transferred.

Initially, department heads, bureau chiefs, and Councilmen may obtain the use of vehicles for official business from the Central Car Pool by calling the dispatcher on the automatic telephone, No. 2409. Facilities on the Bell system will be provided at a later date.

Detailed rules, and operational procedure for the use of pool vehicles and the extension of controls over the City's general purpose vehicles will be prepared by the Department of Public Property and published at a later date.

Ten minutes should be allowed for arrival of a car from the Pool to City Hall or to the Annex.

/s/ Joseph S. Clark, Jr.
Joseph S. Clark, Jr.
Mayor