



GLENN COUNTY
OFFICE of EDUCATION

Office of the Superintendent

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Tracey J. Quarne, Superintendent

To schedule a vehicle with GCOE use www.purefleet.com/glenn. The system will allow you to reserve, change or cancel reservations 24/7 from your electronic devices. Each driver and requestor will need to create an account prior to your first reservation on the system. Please, contact Chrissy or Tim at Business department to get a code to complete the registration. If you have any questions, please call (530)934-6575 Ext: 3454

5 Steps to reserve a car with GCOE

1. Click “Make a new Reservation” tab.
2. Type in the purpose of your trip in the Description box.
3. Choose pick-up/ drop off date and fill in the pick-up/ drop off time.
4. Select the car you wish to reserve at your location (Orland/Willows)
5. Click “Add reservation” tab.

To edit your reservation, click on your reservation link or the reservation that highlighted in the calendar. Then, you have the option to change the car you want or to change the pick-up/ drop off date and time.

***The system uses military time.**

Military Time Conversion Table

Military	Regular	Military	Regular	Military	Regular	Military	Regular	Military	Regular
0100	1:00 am	0200	2:00 am	0300	3:00 am	0400	4:00 am	0500	5:00 am
0600	6:00 am	0700	7:00 am	0800	8:00 am	0900	9:00 am	1000	10:00 am
1100	11:00 am	1200	Noon	1300	1:00 pm	1400	2:00 pm	1500	3:00 pm
1600	4:00 pm	1700	5:00 pm	1800	6:00 pm	1900	7:00 pm	2000	8:00 pm
2100	9:00 pm	2200	10:00 pm	2300	11:00 pm	2400	Midnight		

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