1. **OVERVIEW**

   1.1. Fleet Management recommends implementation of vehicle sharing when an agency has:

       1.1.1.   Transportation needs but not enough vehicles to assign to each employee,

       1.1.2.   Random need for transportation of several employees,

       1.1.3.   Not enough parking to accommodate all vehicles needed.

   1.2. Vehicle sharing allows a larger group of drivers utilize a limited quantity of vehicles without compromising an agency mission assuring at the same time proper utilization of each vehicle.

   1.3. Fleet Management provides an online application (M5) to the leasing customers that support that solution.

2. **GOAL**

   2.1. Support agency mission with maximum utilization of state resources (=vehicles)

   2.2. Maintain utilization no less than 12,000 miles per year per vehicle

   2.3. Avoid time and resource waste caused by underutilization:

       2.3.1.   Prevent vehicle condition deterioration

       2.3.2.   Avoid vehicle value loss due to age and condition

       2.3.3.   Time spent to address service issues, i.e. dead battery

       2.3.4.   Money spent to address repairs

3. **BENEFITS OF THE MOTOR POOL**

   3.1. Saving time and money,

   3.2. Getting vehicles fully utilized,

   3.3. Knowing where vehicles are at all times.

4. **PROCESS**

   4.1. Employees using the M5 system will be given a unique User Name and Password.

4.2. System enters Home Page. M5 allows creating icon links for frequently used frames. Managing Reservations occurs through Motor Pool Manager. Frames that are used often can be assigned an icon, giving the user one click accessibility to the frame they need to work in.

4.3. Menus are provided for navigational ease.

4.4. Fields highlighted in orange MUST contain information in order to complete the Motor Pool ticket. Click the "New Ticket" button to begin. The system will populate location pickup and return information as well as date and time stamp when the reservation was created.

4.5. In the Return Information field, enter the estimated return date. A return time is not necessary but helps with planning. When the vehicle is reported returned, M5 will populate the actual time and date of the return. Date entry can be done manually or using the Calendar icon.

4.6. Select the class vehicle preferred for the rental.

4.7. Double click the field; "List of Values" (LOV) provides selections to from.

    4.7.1.   A field by the icon on the toolbar with the folder and binoculars indicates that LOV is available.

    4.7.2.   The only options available are the vehicles that are assigned to an agency motor pool.

4.8. Select a rental class, i.e. "MID" for Midsize

4.9. By double clicking the Unit field, a list of vehicles within the class selected is displayed. If a vehicle that is not available for rental during the date/time of choice, a warning message will be displayed. To avoid this, use the Motor Pool Unit Assign frame first. *Notice the LOV icon is highlighted when in the "Unit" field.

4.10. The Motor Pool Assign Unit frame can be used to "customize" the vehicle that is preferred and/or to see if that preferred unit will be available for use on the days it is needed for this reservation. Clicking on the blue link ("Go Motor Pool Manager") provides information on a vehicle that is reserved.

4.11. When Unit Number is chosen, the remainder of the fields in the Equipment Detail area populates with that vehicles information. Go to the "Reserved For". Enter the Employee Number of the employee that will be driving the vehicle. (PeopleSoft employee number) *Note the LOV is highlighted.

4.12. The remaining fields do not require data, however, can be filled depending on how much detail a reservation requires. Enter the Employee Number of the employee that will be driving the vehicle. Their agency department will populate automatically. *Note the LOV is highlighted.

4.13. A reservation can now be saved and will return a Motor Pool Ticket Number with a status of "Reserved".

4.14. When it is time to pick up the vehicle, go to the "Pickup/Return" tab.

4.15. By clicking the "Pickup" button, the field populates with a date and time stamp of when the vehicle is picked up by the individual the vehicle was requested for.

4.16. Upon saving the ticket, the status of the reservation turns to "Picked Up". By clicking the Motor Pool Ticket icon, a hardcopy of the ticket can be created for the customer before leaving with the vehicle.

4.17. Printing reservation ticket is optional.

4.18. Upon return, the system calculates the number of hours/days the vehicle was out as well as the number of miles put on the vehicle. When the driver returns the vehicle, the current odometer reading must be reported.