

PROCESS D001: Fleet Management Calculator (Trip Optimizer)

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PROCESS D001: Fleet Management Calculator (Trip Optimizer)

1. OVERVIEW

In 2008, Fleet Management Division created the Fleet Management Calculator, also referred to as the Trip Optimizer as a travel planning tool for agencies. The online tool allows state agencies to compare different transportation sources for state employees when vehicle travel is required. Agency planners can determine the best option by comparing personal vehicle reimbursement travel rates with the cost of utilizing daily-fleet rental options.

The following steps are designed to assist individuals with the Fleet Management Calculator (Trip Optimizer) system. This system can be utilized two different ways (<u>https://www.ok.gov/dcs/calculator/welcome.php</u>):

- Mileage reimbursement or vehicle travel cost estimate, which does not require creating a user account
- Online vehicle reservation from Fleet Management, which does require creating a user account

Welcome to the DCAM Fleet Management Calculator

There are two ways to utilize the Calculator:

1. To estimate the cost of travel either for:

general trip planning, or;

mileage reimbursement.

YOU DO NOT NEED TO REGISTER TO USE THE CALCULATOR JUST FOR THE TRAVEL COST ESTIMATES

... just go to: https://www.ok.gov/dcs/calculator/index.php (no login and password are necessary)

2. To reserve Fleet Management vehicle online.

- Read Instructions,
- Set up an account by clicking First Time User,
- · Log in on the left-top corner of this page.

Registering with the Calculator implies compliance with the Driver Responsibility Certification (both by a driver and an agency fleet / travel administrator)

Notes:

- Using a private vehicle for state business has its risks there is no property damage coverage. Fleet
 Management recommends utilizing the State's Daily Rental motor pool at Fleet Management, OU, OSU,
 and/or utilization of vendor(s) listed on the <u>SW771 Daily Rental</u> contract.
- Registering with the Fleet Calculator implies compliance with the <u>Driver Responsibility Certification, CAM-FORM-FM-015C</u> (both by a driver and an agency Fleet / Travel Administrator). Send the completed 015C forms via email to <u>fmd_trip@omes.ok.gov</u>.



2. TRAVEL ESTIMATES

Application Address: https://www.ok.gov/dcs/calculator/index.php

Note: Drivers do not need to register to use the calculator just for the purpose of travel cost estimates.

2.1. Filling out Form Fields

The following information is required in order to achieve a fairly accurate travel cost estimate:

indicates required field Agency Number 0090.Management and Enterprise Services, Office of Current Location (Enter your current location to find the nearest provider location. Must be a physical address, do not enter a PO Box) Address 317 NE 31 st City State City State Remember Address * Total ONE WAY Miles (Check In-State Mileage) (Check Dut-of-State Mileage) (Check Dut-of-State Mileage) 25 * Pickup Date * Pickup Time 01/15/2014 7 AM × 30 × Select The Class of The Vehicle : 00 × Passenger, Midsize • © Remember Vehicle Class • Calculate Clear Clancel *1.1. Select The driver's agency from the drop-down list	Enter Trip Information	on					
Agency Number 0090.Management and Enterprise Services, Office of Current Location (Enter your current location to find the nearest provider location. Must be a physical address, do not enter a PO Box) Address 317 NE 31 st City State Zip Oldahoma City OK 73105 Remember Address Total ONE WAY Miles (Check In-State Mileage) (Check Out-of-State Mileage) 25 * Pickup Date 7AM 30 ~ * Pickup Date 7AM 30 ~ * Return Date 7AM 00 ~ Select The Class Of The Vehicle : Passenger, Midsize ~ Remember Vehicle Class Calculate Clear Cancel :1.1. Select Agency Select the driver's agency from the drop-down list	indicates required field						
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Remember Address * Total ONE WAY Miles (Check In-State Mileage) (Check Out-of-State Mileage) * Pickup Date * Pickup Date * 7 AM • 30 • * Return Date * Return Time 01/15/2014 * Return Time 01/15/2014 * Return Time 00 • Select The Class Of The Vehicle : Passenger, Midsize • * Remember Vehicle Class Calculate Clear Cancel *.1.1. Select Agency Select the driver's agency from the drop-down list	Oklahoma City	OK 🗸	73105				
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Calculate Clear Cancel 2.1.1. Select Agency Select the driver's agency from the drop-down list	Remember Vehicle Class						
2.1.1. <u>Select Agency</u> Select the driver's agency from the drop-down list	Calculate Clear Cano	el					
Select the driver's agency from the drop-down list	2.1.1. <u>Select Agency</u>						
	Select the driver's	s agency from	n the drop-de	own list			

2.1.2. Address

Enter the travel starting point to properly assess the distance; this information allows the system to provide a cost of travel estimate to the nearest rental location



2.1.3. Distance

One way distance to the location: MapQuest and ODOT links help with mileage estimates (Check In-State Mileage) (Check Out-of-State Mileage). The Calculator doubles the figure for a round trip. If the trip's agenda includes more than one destination, a driver must calculate the distance for the entire trip, divide it by two and enter the result to the Calculator.

2.1.4. Schedule

Enter a pick-up and a drop-off date and time.

Note: One day trip is counted as 24 hours, e.g. picking a vehicle up on Monday at 12 pm and dropping it off on Tuesday at 10 am is one day. If the car is dropped off on Tuesday at 2 pm instead, two days are counted.

The Calculator provides results based on current and future dates - it is not possible to find out what the rates were in the past.

2.1.5. Vehicle Class

Select applicable vehicle class.

Note: Do not choose a vehicle class corresponding to a vehicle personally owned and utilized based on personal preference; instead, choose the smallest class of vehicle needed to conduct the business trip (sufficient for the purpose of the trip), e.g. compact or mid-size passenger is an appropriate choice of vehicle class for one person to travel to Tulsa.

2.2. Reading Results

- 2.2.1. Fuel Cost is updated daily (business days), each morning at the start of business, to reflect actual cost. Fuel prices are an average Oklahoma statewide price provided by AAA (American Automobile Association) for 87 Octane Unleaded.
- 2.2.2. All rates include cost of fuel as part of the rental and mileage rates or as a fuel estimate applied to each class of vehicle based on average EPA fuel economy specific to the vehicle class (rate structure differs by the vendor listed in the calculator).
- 2.2.3. Results for Fleet Management Daily Rental are live. The calculator displays the classes of vehicles that are actually available for rental on the selected date and time. Results for all other vendors are static. Agencies must call a vendor's closest location to confirm vehicle availability.
- 2.2.4. Results for Mileage Reimbursement
 - 2.2.4.1. IRS mileage reimbursement rate has a fixed total cost regardless of vehicle class fuel economy.
 - 2.2.4.2. IRS rates tend to change at most every six months.
- 2.2.5. Date stamp of the estimate is provided once the results are printed; (date stamp is located on the right-bottom corner of the page)



2.3. Understanding Discrepancies

The cost of an actual business trip may differ from the original estimate because of:

- 2.3.1. Actual miles driven,
- 2.3.2. Actual fuel cost change (see 2.3.1) or utilized fuel site cost differs significantly from the average,
- 2.3.3. Actual vehicle drop off date and time differs from original schedule calculation. (see 2.2.4),
- 2.3.4. Rate(s) changed (rates changes may occur with a fiscal, calendar or SW771 period year).

2.4. Printing

If needed, click "Print" button for friendly print page.

3. RESERVING FLEET MANAGEMENT VEHICLE

3.1. Overview

State agencies have the convenience of making reservation of a Fleet Management vehicle online.

- Only approved users can reserve and rent vehicles from Fleet Management Daily Rental. An approved user is a person authorized by both an agency and Fleet Management to rent vehicles.
- Unless the Fleet Management Daily Rental Administrator recognizes a user name and agency, a user registration request will be verified with an agency's primary Fleet Administrator.
- When Fleet Management is aware that an agency authorizes only a single Fleet Administrator to reserve a vehicle for its employees, individual applications to create user accounts are denied.

3.2. How to Register as an Authorized User

- 3.2.1. Go to https://www.ok.gov/dcs/calculator/index.php
- 3.2.2. Click on "First Time User"

Login:	
Password:	
Login	Login Help
FAQs	
Instructions	
First Time Us	er 🗢
Daily Rental Locations	
Contact Us	
FM Home	
DCAM Web S	ite
State of Okla Web Site	homa



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3.2.3. Enter the business email address at which you will receive emails from the FMD Calculator and click "Next".



3.2.4. Enter your registration information including: first name, last name, agency and division names, and employee ID, then click "Next".

Public User Regi	stration
Please enter your registr Please follow the instruct	ation information below. When validated, you will be asked to set up an account using the email address to access the Applications on each page that follows.
* Indicates a required fie	d.
* First Name:	
Middle Initial:	
* Last Name	
Email Address:	
* Select Agency:	-Select Agency-
Select Division	-Select Division-
* Employee ID	
Next Back	



3.2.5. Enter user information, create a Login ID and password, select security questions and answers, and click "Submit".

Fleet Management Calculator A	ccount Setup	
You will need to set-up an account to access th	e Fleet Management Calculator. Please enter the information requir	ed below to continue
* Indicates Required Field		
User Information:		
* First Name:		
Middle Initial:		
* Last Name:		
* Email:		
* Re-Enter Email:		
* 10-Digit Phone: (digits only)		
Create Login Information:		
You will be required to reset your password ev	ery 90 days.	
Your Login ID:		
 Is NOT case sensitive. Must be between 8 and 15 characters ion 	g.	
Your Password must:		
 Be between 8 and 15 characters Not based on anything somebody Be free of consecutive identical ch Not be all-numeric or all-alphabetic An example of a valid password is Password IS case sensitive. 	long. could easily guess (birth date, telephone number, etc.) aracters or digits. al characters. A9f3Z4b0.	
* Create Login ID:		
* Create Password:		
* De Euter Deenverd		
Re-Enter Password:	- <u>-</u>	
Security Questions:		
* Question 1:	-Select a Security Question	~
* Answer 1:		
* Question 2:	-Select a Security Question	~
* Answer 2:		37 V.
	Submit Back	



3.2.6. Account Activation - Phase I

After the account registration is submitted, an activation email is automatically sent to the user. Click on the "Activate Account Link".

From:	Sent: Tue 8/30/2011 1:46 PM	
CC:		
Subject:	Department of Central Services - Fleet Management Calculator Account Activation Process	-
	From: Department of Central Services - Fleet Management Calculator Account Webmaster < <u>donotreply@www.ok.gov</u> > Date: August 30, 2011 1:41:31 PM CDT	*
	To:	
	Subject: Department of Central Services - Fleet Management Calculator Account Activation Process	
	Thank you for registering for an account	
	for the Department of Central Services - Fleet Management Calculator. YOU MUST ACTIVATE YOUR ACCOUNT WITHIN 24 HOURS AFTER REGISTRATION OR YOUR ACCOUNT WILL BE DELETED.	
	To activate your account, please either click the link below or	
	copy and paste to your browser and follow the onscreen instructions.	
	You will also need to use the Login Activation Number provided to	
	activate this account.	
	Your login id is: loginid!	-
	Login Activation Number: 123456789	
	Activate Account Link:	
	https://test.www.ok.gov/universal_login/activation.php?7ce15fbfbde07c792fe6e3d245d99354	
	If you received this email in error or are having difficulties with this activation	
	process or have any questions, please contact <u>OK.gov</u> Customer Service at:	
	Phone: 405.524.3468 ext. 0 or Toll free: 800.955.3468	
	Fax: 405.524.3469	*

3.2.7. Account Activation - Phase II

Enter the Login Activation Number listed in the email and click "Submit".

Account Activation	
Enter the Login Activation Number provided in the email sent to the email address you provided d	uring registration.
* Indicates Required Field	
* Login Activation Number:	
Submit	

3.2.8. Account Activation – Phase III

The Fleet Calculator System Administrator will confirm validity of the user's account upon submission of the Login Account Activation and an account activation confirmation email will be sent to the user.

From:	Department of Central Services-Fleet Managment Calculator Admin Webmaster [donotreply@www.ok.gov]	Sent:	Wed 8/10/2011 10:49 AM
To:			
Cc			
Subject:	Registration for DCS - Fleet Management: Approved		
Your re	gistration request has been approved by the administrator. Please use your login and password t	o access the sy	stem by clicking <u>here</u> .



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- 3.3. Accessing the Vehicle Reservation System
 - 3.3.1. Enter Login ID and Password and click "Sign On".

Login:	indicates required field
Password:	* Agency Number
Sign On	-Select Agency-
Login H	elp * Total <u>ONE WAY</u> Miles (Cl
FAQs	* Pickup Date
Instructions	

3.3.2. Confirm current employment with the agency and the division.

Note: Completion of this step prior to each vehicle reservation is critical for security purposes to ensure confirmation of an individual's employment with the State, the employing agency and division.

Are you still working with the Fleet Management division of Managenet and Enterprise Services, Office of - OMES agency?

Yes No

3.3.2.1. "Yes" - leads to the Trip Calculator Reservation home screen.

Note: Intentional and false attestation may be considered fraud.





3.3.2.2. "No" - leads to the user's profile where the agency and/or the division change is possible. Note: Any changes to the user's profile require approval by the Fleet Management Calculator System Administrator before a new reservation is possible and the user's account status is changed to "pending".

Edit Profile

* First Name:	Abc	
Middle Initial:		
* Last Name	Худ	
* Email Address:	abc.xyz@omes.ok.gov	
* Select Agency:	0090:Management and Enterprise Services, Office of - OMES	•
* Select Division	296:Fleet Management	
* Employee ID	123456	

Update Cancel

3.4. Reserving Fleet Management Vehicle

- 3.4.1. Click "Search Car" (step 3.3.2.1).
- 3.4.2. Enter the required information (as presented in step 2.1) and click "Calculate".

Note: If no particular class is selected, all travel options are displayed along with a description and cost.

3.4.3. Select desired FMD vehicle by clicking the circle next to the class definition, and clicking "Reserve Selected Vehicle".

Results :		
Number of Reservation Day	s*: 1	
Average Miles Per Reservat	tion Day: 50.000	
* Reservation Day based on 24 hour c	lock	
Fleet Motor Pool with fuel : http://www Nearest Location: Main Office 317 N	w.ok.gov/DCS/Fleet_Management/FM_Daily_Rental/index.html N.E. 31 Street Suite A, Oklahoma City OK 73105 / Pick up locati	on travel: 0 Miles Away (Map) / \$0.00 ***
	Class Description	I otal Cost
	Fusion Malibu Taurus	\$28.54
O PASSENGER, MIDSIZE	r dolori, manod, radido	420.04
PASSENGER, MIDSIZE Reserve Selected Vehicle Enterprise : http://www.enterprise.co Nearest Location: OKC DOWNTOW	voide, make, roudo pm/car_rental/deeplinkmap.do?bid=028&refld=OKA5199 /N 1615 N. Broadway Ave., Oklahoma City OK 73103 / Pick up I	location travel: 1.2 Miles Away (Map) / \$1.34 ***
PASSENGER, MIDSIZE Reserve Selected Vehicle Enterprise : http://www.enterprise.co Nearest Location: OKC DOWNTOW Class Definition	voiden, walked, rounds pm/car_rental/deeplinkmap.do?bid=028&refid=OKA5199 /N 1615 N. Broadway Ave., Oklahoma City OK 73103 / Pick up I Class Description	location travel: 1.2 Miles Away (Map) / \$1.34 ***



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3.4.4. Submiting a reservation - two options:

WILLING CONTRACTOR

3.4.4.1. When the person making the reservation <u>is also</u> the driver: select location, check the box, provide phone number, and enter notes (if any)

* indicates required field First Name: ABC Last Name: XYZ Agency: 0580:Capital Assets Managment, Division- DCAM Select Division 052:Dcs Fleet Management * Location: Main Office Total One Way Miles: 25 Date of Pickup: Time of Pickup: 01/15/2014 7:30 Date of Return: Time of Return: 01/15/2014 16:00 Class of Vehicle: Passenger, Midsize Description of Vehicle: Fusion, Malibu, Taurus * Reserved For (empl ID): Imagement * Driver contact phone #: Imagement	'Complete Reservation' button. I	a rollowing venicle. Prease review and vering the information below. If all of the information is correct, please select the f any of the information is incorrect, select the 'Cancel' Button.
First Name: ABC Last Name: XYZ Agency: 0580:Capital Assets Managment, Division- DCAM Select Division 052:Dcs Fleet Management * Location: Main Office * Location: Main Office Total One Way Miles: 25 Date of Pickup: Time of Pickup: 01/15/2014 7:30 Date of Return: Time of Return: 01/15/2014 16:00 Class of Vehicle: Passenger, Midsize Description of Vehicle: Fusion, Malibu, Taurus * Reserved For (empl ID): Check the box if reservation for self * Driver contact phone #: Optiver Name:	indicates required field	
Last Name: XYZ Agency: 0580:Capital Assets Managment, Division- DCAM Select Division 052:Dcs Fleet Management * Location: Main Office * Location: Main Office Total One Way Miles: 25 Date of Pickup: Time of Pickup: 01/15/2014 7:30 Date of Return: Time of Return: 01/15/2014 16:00 Class of Vehicle: Passenger, Midsize Description of Vehicle: Fusion, Malibu, Taurus * Reserved For (empl ID): Image: Check the box if reservation for self	First Name:	ABC
Agency: 0580:Capital Assets Managment, Division- DCAM Select Division 052:Dcs Fleet Management * Location: Main Office • * Location: Main Office • Total One Way Miles: 25 Date of Pickup: Time of Pickup: 01/15/2014 7:30 Date of Return: Time of Return: 01/15/2014 16:00 Class of Vehicle: Passenger, Midsize Description of Vehicle: Fusion, Malibu, Taurus * Reserved For (empl ID): • Check the box if reservation for self * Driver contact phone #: • Driver Name:	Last Name:	XYZ
Select Division 052:Dcs Fleet Management * Location: Main Office • Total One Way Miles: 25 Date of Pickup: Time of Pickup: 01/15/2014 7:30 Date of Return: Time of Return: 01/15/2014 16:00 Class of Vehicle: Passenger, Midsize Description of Vehicle: Fusion, Malibu, Taurus * Reserved For (empl ID): • Check the box if reservation for self * Driver contact phone #: • Driver Name:	Agency:	0580:Capital Assets Managment, Division- DCAM
* Location: Main Office Total One Way Miles: 25 Date of Pickup: Time of Pickup: 01/15/2014 7:30 Date of Return: Time of Return: 01/15/2014 16:00 Class of Vehicle: Passenger, Midsize Description of Vehicle: Fusion, Malibu, Taurus * Reserved For (empl ID): Image: Check the box if reservation for self * Driver contact phone #: Image: Third Pickup:	Select Division	052:Dcs Fleet Management
Total One Way Miles: 25 Date of Pickup: Time of Pickup: 01/15/2014 7:30 Date of Return: Time of Return: 01/15/2014 16:00 Class of Vehicle: Passenger, Midsize Description of Vehicle: Fusion, Malibu, Taurus * Reserved For (empl ID): Image: Check the box if reservation for self * Driver contact phone #: A055312306	* Location:	Main Office -
Date of Pickup: Time of Pickup: 01/15/2014 7:30 Date of Return: Time of Return: 01/15/2014 16:00 Class of Vehicle: Passenger, Midsize Description of Vehicle: Fusion, Malibu, Taurus * Reserved For (empl ID): Image: Class of Vehicle * Driver contact phone #: Yoriver Name:	Total One Way Miles:	25
Date of Return: Time of Return: 01/15/2014 16:00 Class of Vehicle: Passenger, Midsize Description of Vehicle: Fusion, Malibu, Taurus * Reserved For (empl ID): Image: Class of Vehicle * Driver contact phone #: Image: Vehicle	Date of Pickup: 01/15/2014	Time of Pickup: 7:30
Class of Vehicle: Passenger, Midsize Description of Vehicle: Fusion, Malibu, Taurus * Reserved For (empl ID): Check the box if reservation for self * Driver contact phone #: * Driver Name:	Date of Return: 01/15/2014	Time of Return: 16:00
Description of Vehicle: Fusion, Malibu, Taurus * Reserved For (empl ID): Image: Check the box if reservation for self * Driver contact phone #: 4055313306 * Driver Name:	Class of Vehicle:	Passenger, Midsize
* Reserved For (empl ID):	Description of Vehicle:	Fusion, Malibu, Taurus
* Driver contact phone #: the state of the s	* Reserved For (empl ID):	check the box if reservation for self
403212200	* Driver contact phone #: 🗲	× Driver Name:
Notes	Notes	
		*

3.4.4.2. When the person making the reservation <u>is not</u> the driver: select location, provide a driver name and phone number, and enter notes (if any)

Vehicle Reservation

You have chosen to Reserve the following vehicle. Please review and verify the information below. If all of the information is correct, please select the 'Complete Reservation' button. If any of the information is incorrect, select the 'Cancel' Button.

* indicates required field				
First Name:	ABC			
Last Name:	XYZ			
Agency:	0090: Management and Enterprise Services, Office of - OMES			
Select Division	296: Fleet Management			
* Location:	Main Office 👻			
Total One Way Miles:	25			
Date of Pickup: 01/15/2014	Time of Pickup: 7:30			
Date of Return: 01/15/2014	Time of Return: 16:00			
Class of Vehicle:	Passenger, Midsize			
Description of Vehicle:	Fusion, Malibu, Taurus			
* Reserved For (empl ID):	> 987654 check the box if	reservation for self		
* Driver contact phone #:	* Driver Name:	DEF TUW		
Notes	Mr. TUW may return a vehicle	a after hours		
Cancol	-	Ŧ		



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Note: "Reserved For" - the driver's employee ID has to be in the fleet system for the reservation to go through; email <u>fmd_trip@omes.ok.gov</u> prior making a reservation to establish the new driver in the fleet system and to generate PIN for fleet card



3.4.5. Perform a final review of your submission and click "Complete Reservation".

First Name:	Tom		
Last Name:	Bogdanowicz		
Agency:	0090: Management and Enterprise Servi	ces, Office of - OMES	
Select Division	296: Fleet Management		
Location:	Main Office 👻		
Total One Way Miles:	25		
Date of Pickup: 01/15/2014	Time of Pickup: 7:30		
Date of Return: 01/15/2014	Time of Return: 16:00		
Class of Vehicle:	Passenger, Midsize		
Description of Vehicle:	Fusion, Malibu, Taurus		
Reserved For (empl ID):	987654 Check the box if	reservation for self	
Driver contact phone #:	4055212206 Driver Name:	DEF TUW	
Notes	Mr. TUW may return a vehicle	after hours	

Note: Withdrawal of the submitted reservation within just 24h to the pickup date and time will result in a fee equal to one day rental.



3.4.6. User will receive an email stating the summary of the pending reservation.

From:	DCS Webmaster [info@www.ok.gov] Sent: Tue 8/30/2011 3:25 PM
10: CC	
Subject:	Vehicle Reservation Status: PENDING
The fol	lowing are the details of your reservation
Reserva	ation Number: 1234
Agency	y User Name: ABC XYZ
Agency	v Name: 0580:Central Services, Department
Total O	One Way Miles: 50
Pickup	Date/Time: 08/31/2011 7:30
Return	Date/Time: 08/31/2011 16:00
Car: Pa	ssenger, Midsize
Car Cla	ass: Passenger, Midsize
The abo https://t	ove vehicle reservation is pending for approval by the DCS Administrator. If you wish to cancel your reservation, please click on the following link test.www.ok.gov/dcs/calculator/menu_public_user.php
Please 1	note that you can cancel your reservation within 24 hours or the agency will be charged a fee equal to one day rental.

3.4.7. The Fleet Management Calculator System Administrator approves or denies reservations. Upon approval or denial of the reservation, user will receive an email confirming the new status of the reservation.

From: To:	DCS Webmaster [info@www.ok.gov]	Sent: Tue 8/30/2011 3:29 PM
Cc: Subject:	Vehicle Reservation Status: APPROVED	
The foll	lowing vehicle reservation has been app	roved by the DCS Administrator.
Reserva	ation Number: 1234	
Agency	User Name: ABC XYZ	
Agency	Name: Central Services, Department	
Total O	ne Way Miles: 50	
Pickup	Date/Time: 31-AUG-11 7:30	
Return	Date/Time: 31-AUG-11 16:00	
Car: Pa	ssenger, Midsize	
Car Cla	ss: Passenger, Midsize	



3.5. Reservation Cancellation

Cancelation of an approved reservation cancellation shall be submitted within 24 hours prior to the reservation pick-up date and time. An agency will be charged the daily rate for the applicable vehicle class for failure to cancel a reservation prior to the scheduled pick-up time (see figure under section 3.4.5.).

- 3.5.1. From the Trip Calculator Reservation home screen click "My Reservations" (see 3.2.2.1).
- 3.5.2. Click "Search" or enter reservation number and click "Search"

Date of Pickup:	Reservation Number:	
Search Clear		

3.5.3. Click the circle next to your reservation and click "Cancel Selected Reservation".

Saarch Class	Reservation Number: 1234			
Reservation Date	Reservation Number	Status	Pickup Date	Return Date
08/30/2011	1234	Approved	01-SEP-11	01-SEP-11
	Cancel Selecte	d Beservation View Selected	Beservation	

3.5.4. Review the reservation and click "Cancel This Reservation"

You have chosen to Cancel the f 'Cancel This Reservation' button	following Vehicle Reservation. Please review the information below. If you wish to continue with the cancellation, select the 1. If you do not wish to cancel the following reservation, select the 'Back' button to return to your reservations
First Name: A	BC
Last Name: X	YZ
Agency: 0	580:Central Services, Department
Select Division 0	52 Dcs Fleet Management
Location:	Didahama City
Miles: 65	5
Date of Pickup: 09/01/2011	Time of Pickup: 8:30
Date of Return: 09/01/2011	Time of Return: 15:45
Class of Vehicle: P	ickup, 1/2 Ton
Description of Vehicle: P	ickup, 1/2 Ton

3.5.5. Confirm cancellation by clicking "OK".





PROCESS D001: Fleet Management Calculator (Trip Optimizer)

3.6. Special Reservation – Fleet Management Wrecker

State agencies have the convenience of reserving the Fleet Management wrecker online (per section 2.1)

Select The Class Of The Vehicle : Wrecker

- 3.6.1. Wrecker service is available to OKC metro located state agencies.
- 3.6.2. Wrecker service is available to the vehicle owning agencies relating to their light duty fleet only.
- 3.6.3. The primary focus of the FMD Wrecker service is assistance with towing vehicles to
 - State Surplus Auction, and
 - FMD service facility (for mechanical repairs).

Note: For accidents and emergencies agencies are required to call a private wrecker

3.6.4. FMD Wrecker can only be operated by FMD driver (when making reservation, per 3.4.4.1, please check "reservation for self" box)

Note: If an agency selected reservation date and time cannot be accommodated by FMD, a

requester will be contacted to establish an alternative schedule of service

- 3.6.5. When calculating the distance traveled as described in section 2.1.3, take into consideration that the FMD Wrecker mileage starts from the FMD facility
- 3.6.6. When calculating the distance traveled as described in section 2.1.3, take into consideration that the final rout of travel may be different due to construction zone, traffic, wrecker maneuverability, complexity of the job (i.e. multiple vehicles needed to be transported to State Surplus).

4. UPDATES AND REPORTING

To report system issues, request adding new agency driver, or for any other inquiries, please contact Daily Rental Office at:

- Email: <u>fmd_trip@omes.ok.gov</u> (fmd_trip@omes.ok.gov)
- Phone: 405-521-2206