Upgraded Motor Pool Reservation System

Fleet Operations Presents

How To Make A Reservation

Accessing Motor Pool Reservation System Invers

Use your internet browser:
https://fleet.invers.com/vec/default.aspx
OR

Use the Fleet Services intranet page to access the County's Online Reservation System: *MY VCWEB*

DEPARTMENTS/AGENCIES → GENERAL SERVICES AGENCY → FLEET SERVICES → MOTORPOOL → MOTORPOOL→ LINKS:

ONLINE MOTORPOOL RESERVATION SYSTEM
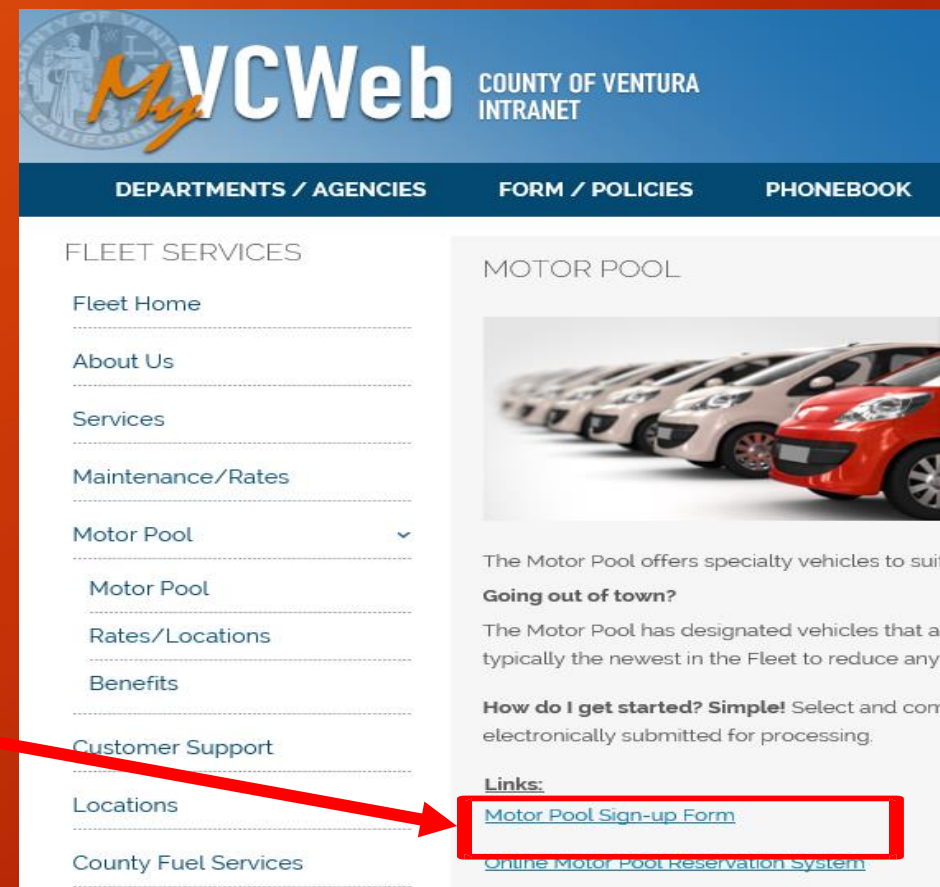
Do you already have an account?

Invers Login

No account? Request one:

Complete the Motor Pool Sign up Form:

https://fleet.invers.com/vec_web/signup/index.php

OR

located on County Motor Pool home page.

If you require a Remote Motor Pool FOB added to your account, you may request one here also.
PLEASE PROVIDE YOUR BROWN MAIL ADDRESS.

Login

Employee ID Number

Password

Login

Request password

Web Links

Motor Pool Sign-up Form

How to make a reservation

Join the Motorpool:

First Name*

Last Name*

Password*

Email*

Office Phone Number*

Mobile Number*

Employee ID*

Department Name*

Budget Unit*

NOTE : THIS IS A 4 DIGIT DEPT #

Supervisor Name*

Supervisor Email*

*******Request Type, Please select *******   **FROM PULLDOWN**

New User/FOB Requested (Remote Motor Pool/Central Motor Pool access) PLEASE PROVIDE BROWN MAIL LOCATION CODE
New User/No FOB (Central Motor Pool access only)
Add FOB to Existing Account
Forgot PIN
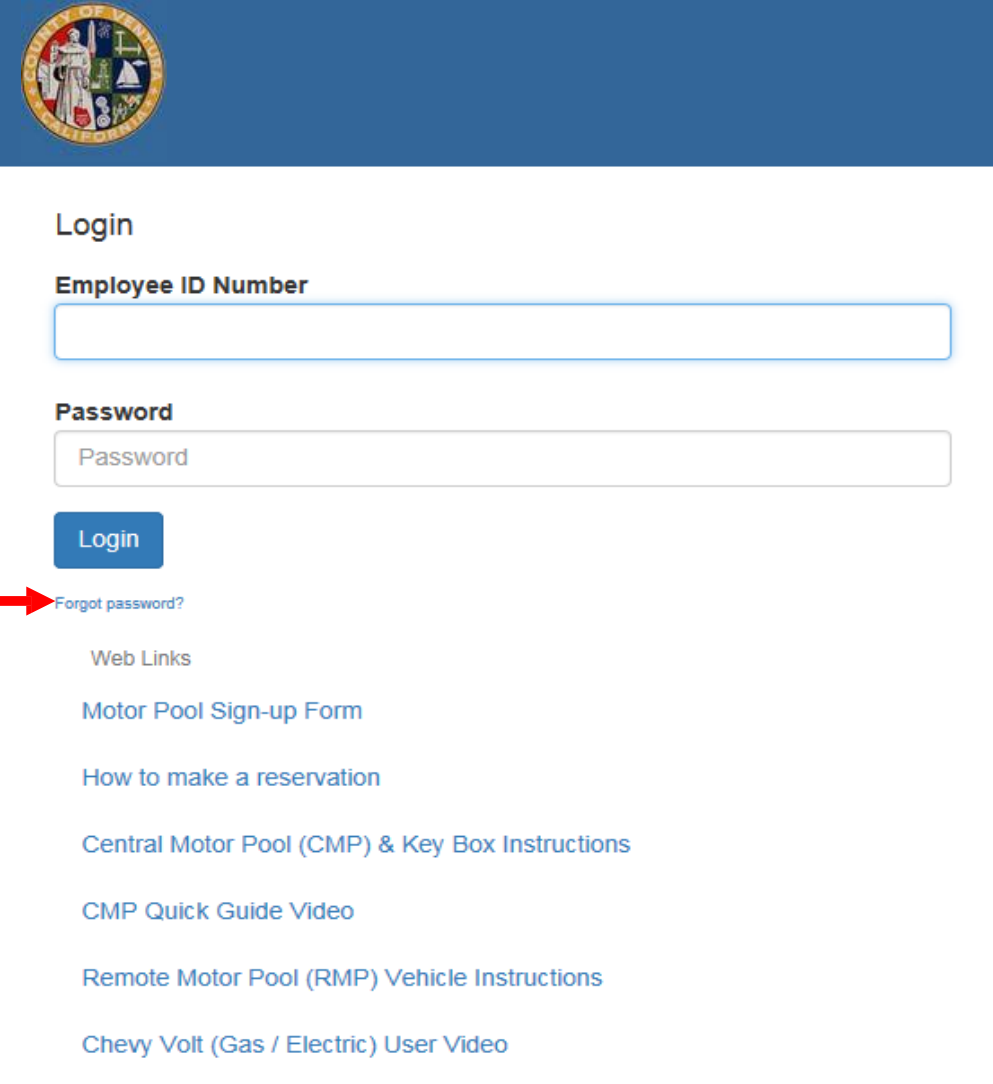Update Account Information

Only click submit once. Form may take some time to process.

Submit

Invers Login

If you already had an account in the old system or are a new Motor Pool member, follow these steps:

- On the **first connection**, you will need to create your password.
  - Click Forgot password
  - Then, follow steps to create a temporary password.
  - The temporary password will then be emailed to you. Follow instructions contained in the email to finish logging into the system.

- If you have an account, and have been logging in with an ID # other than your employee ID:
  - Contact the Motor Pool Help Desk (805)654-3707

Login

Employee ID Number

Password

Password

Login

Forgot password?

Web Links

Motor Pool Sign-up Form

How to make a reservation

Central Motor Pool (CMP) & Key Box Instructions

CMP Quick Guide Video

Remote Motor Pool (RMP) Vehicle Instructions

Chevy Volt (Gas / Electric) User Video
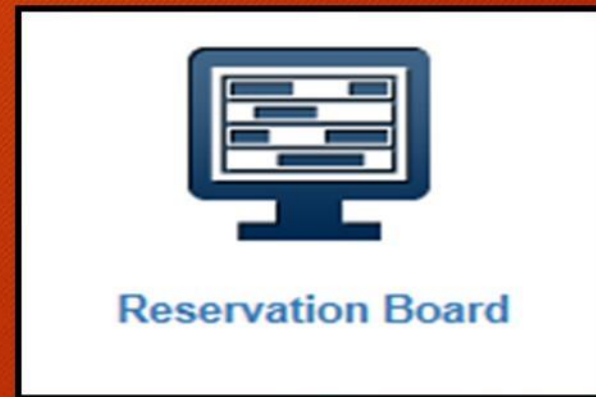
Reservation Two Ways – Choose Date or Graphical

Select the specific date/time by using the New Reservation Icon.
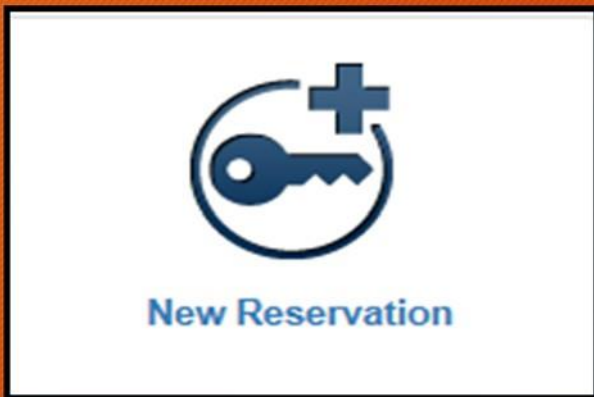
Using the Reservation Board allows viewing of all available vehicles in a graphical view.

Select One.

Tip: Most users prefer to use the Reservation Board

Reservation by Graphical View "Preferred Method"

1. Select Reservation Board icon.

2. Choose when and where, then all vehicles at this location are displayed.

Reservation Board

Place a reservation by selecting an available time slot on the reservation board. First choose a customer account and location to view the reservation board. Then select the start and end time for your reservation on the reservation board. Note: You can modify the reservation time once more in the next menu before reserving. Read more...

Customer Account

124920 Furman Stephen

Where

County

Ventura County, CA

Location

--select--

When

5/1/2017

1 day

Map of Location(s)

Show Map

Availability

Ventura County, CA 2323 Knoll Dr

Mon 01 May

12AM 1AM 2AM 3AM 4AM 5AM 6AM 7AM 8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM 5PM 6PM 7PM 8PM 9PM 10PM 11PM

RMP Civic Hybrid #1110

RMP Insight Hybrid #1095

Tip: Click the Legend icon on bottom only green vehicles are available.

Legend

available Now Reservation own reservation Other
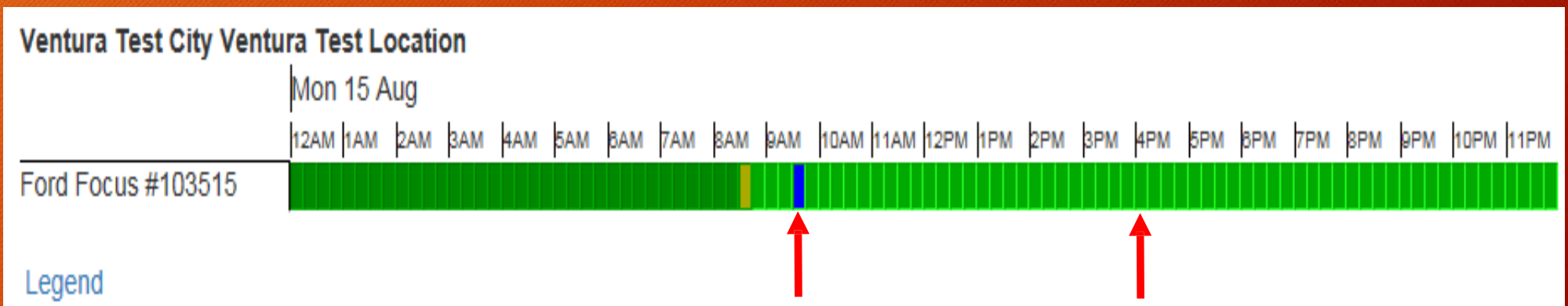
Reservation by Graphical View

3. **Click Twice** on the green reservation bar to make a reservation:

Select a green bar (red bars are already reserved).
- Click once to begin your reservation time.
- Click once to end your reservation time.

- Next a pop up screen will appear.

Reservation by Graphical View

Finalize your reservation times and dates using - + and the calendar icon.

- Adjust dates by selecting calendar icon.
- Adjust times by selecting - or +.

Then submit request.

Confirm Reservation Screen

Final Step!

- Enter a Destination (optional).

- Make Reservation Notes (optional)

- Confirm you hold a valid drivers license **(required)**

- Enter the appropriate billing codes:
  - **GATV** and **GFUN** can be changed if necessary but are pre-loaded as they cover a majority of reservations.
  - **Enter Program** and **Phase Codes** (optional).
    - Consult with your department for proper codes.

Success –
Your Reservation Was Accepted

Look for your confirmation email.

What else can you do here?

- Change reservation.

- Print reservation.

- Cancel reservation.

Important:

You will need the KeyManager Tan # (shown here) to retrieve keys from the key box for CMP reservations.

Tip:

Making a recurring reservation? Try the New reservation from this drop down.

Reservation by Graphical View

Tip: **Want to look at what's available for more than one day?**

- **Use the drop down.**

See availability for all vehicles up to 14 days from the date you select.

Making Changes Graphically

Changing your reservation is easy:

- **Go to the Reservation Board**

- **Find your reservation (which will be shown in blue).**
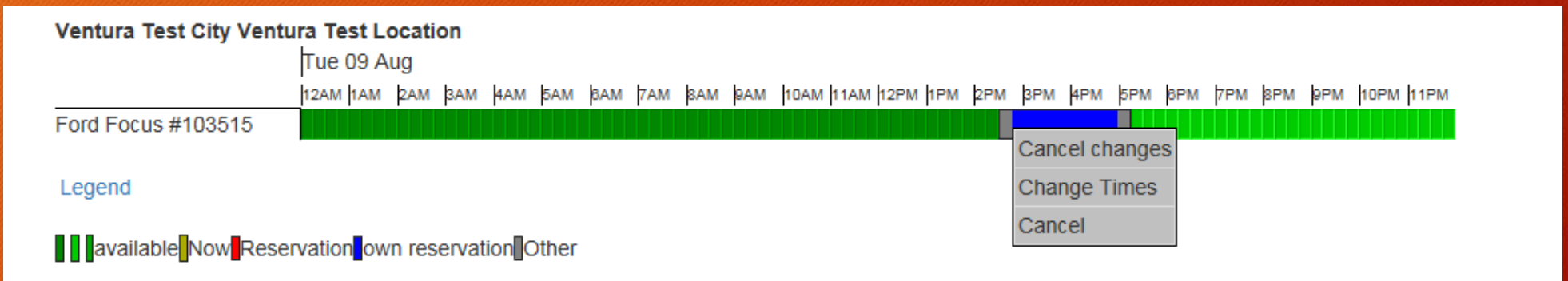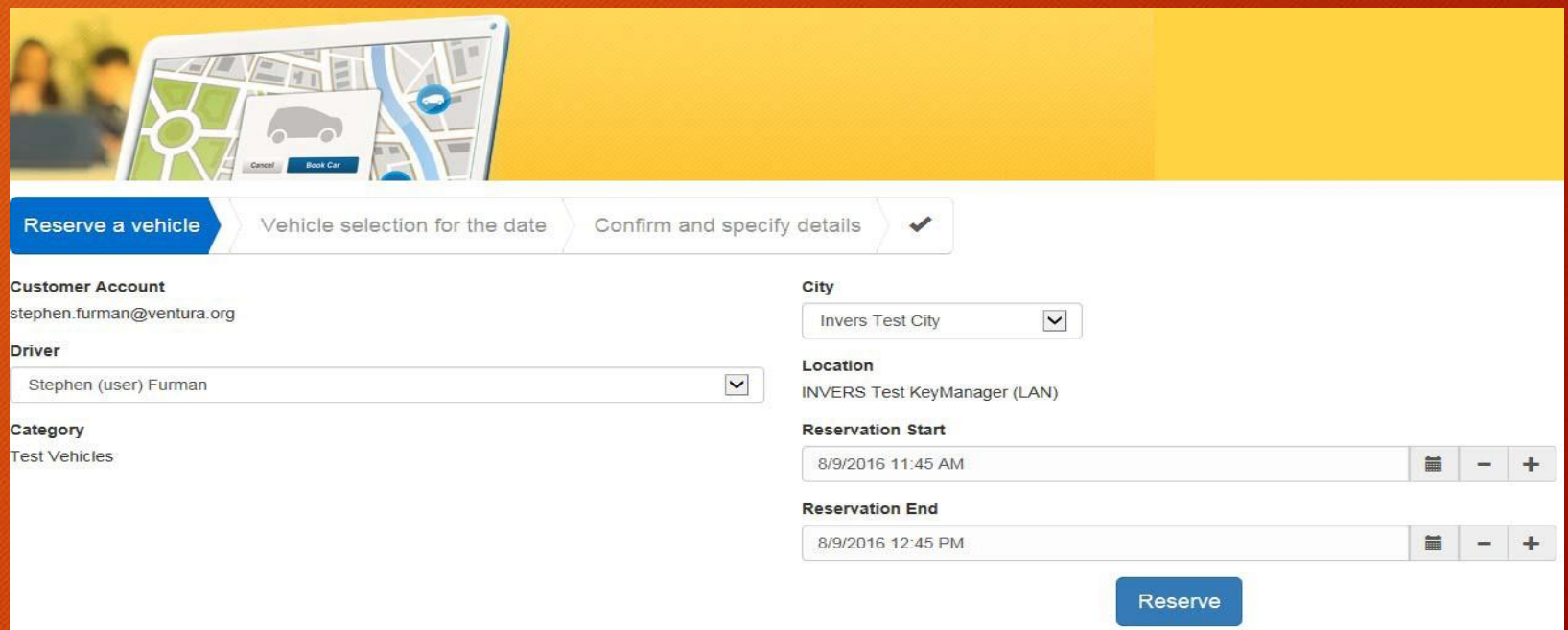
- **Click on your blue reservation and select an option.**

Reservation by Specific Date/Time

1. **Select New Reservation icon.**

2. **Make appropriate selections for: Category, City, Location, Date and Times.**

3. **Select Reserve to enable system to search / confirm if a vehicle is available.**

4. **If request is unavailable, you can try again or if available, you will be prompted to confirm.**

Reservation by Specific Date/Time

If request is unavailable, you will be prompted to try again.

Select "Back" to try by date/time again or,

"Switch to graphical reservation."

Confirm Reservation Screen

Final Step!

- Enter a Destination (optional).

- Make Reservation Notes (optional)

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Other Features

View your past, present and future reservations.

Change password, phone number, email and enable the system to send confirmation emails.

My Reservations

My Account

What's the Difference Between CMP and RMP?

CMP

- (CMP) or Central Motor Pool vehicles are located at the Government Center.

- Vehicle keys are centrally located in a key box.

- To access the keys, enter the Key Manager Tan number from your reservation (starts with a "C") by using the key pad located on the key box to both receive, and return vehicle keys.

- For detailed instructions, select the web link on the County Invers home page titled:
Central Motor Pool (CMP) & Key Box Instructions.

RMP

- (RMP) or Remote Motor Pool vehicles are located throughout the County to service select groups.

- These vehicles have no central key box and are accessed by pre-assigned key FOB's.

- FOB's are used in conjunction with authorization devices located within the vehicle.

- You Must have a pre-assigned FOB for these vehicles.

- For detailed instructions, select the web link on the County Invers home page titled:

Remote Motor Pool (RMP) Vehicle Instructions.

Updated CMP and RMP instructions provide useful tips on the reservation system, fuel sites and more!

When Behind the Wheel

Good driving habits:

- Save money

- Save the environment

- Save lives

All motor pool vehicles equipped with Telematics to reduce:

- Excessive speed

- Idle (Limit Idle as per County policy)

- Harsh braking and acceleration

The 2017 Chevy Volt

The 2017 Chevy Volt Has Arrived at the Central Motor Pool (CMP).

READY FOR A DRIVE? **FIRST, WATCH THE VIDEO** LOCATED ON THE RESERVATION HOME PAGE. Volt is a plug-in hybrid electric vehicle (PHEV). Video covers operation, range, unique fueling and charging options.

Motor Pool vs. Risks Associated with Personal Vehicle Use.

- If you are involved in an accident while operating your personal automobile on County business, your personal automobile coverage should provide primary coverage; the County's insurance may provide coverage in excess of your own insurance. You should promptly notify both your supervisor and your own insurance carrier of the accident.

- The County's insurance coverage only extends to third-parties and does not provide coverage for any damage to your personal automobile. However, you can submit an "Employee Personal Property and Automobile Damage" claim to Risk Management. This may cover the cost of your insurance deductible ($500 per incident; $1,000 limit per fiscal year).

- Please see the following link for more details on filing such a claim.

  - http://docushare/docushare/dsweb/Get/Document-13348/Chapter%20IX-09%20Personal%20Property%20Damage-Automotive.pdf

- Most personal automobile insurance policies provide coverage for the occasional use of your personal automobile for business purposes. You should check with your insurance agent for details.

- The best advice from GSA Fleet Services and Risk Management: *Use a vehicle from the County's Fleet Central Motor Pool to avoid the risk of damage to your vehicle and issues with your personal insurance policy.*

Motor Pool: Why?

Environmentally Friendly

Electric

Hybrid

New high MPG vehicles added.

County Savings

Sharing vehicles reduces the number of County owned vehicles.

"New" Web Based System

Thank you for using the system!

MOTORPOOL 805-654-3707