

Upgraded Motor Pool Reservation System

How To Make A Reservation

**Fleet
Operations
Presents**



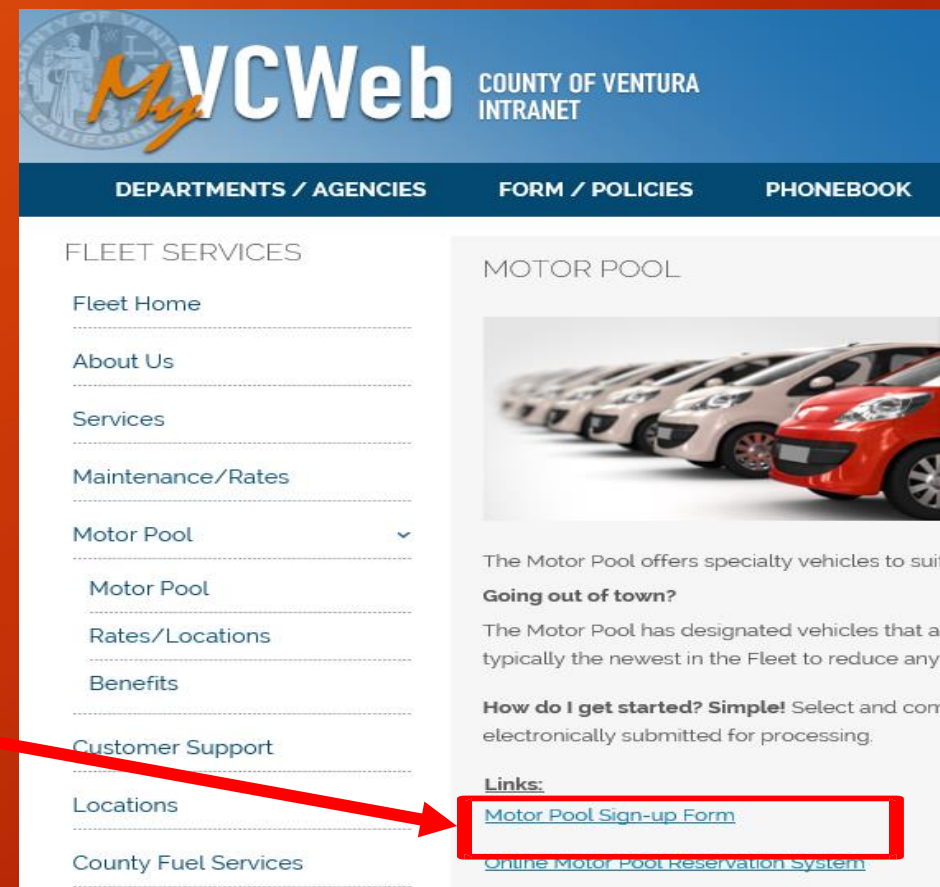
Accessing Motor Pool Reservation System Invers

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](#)

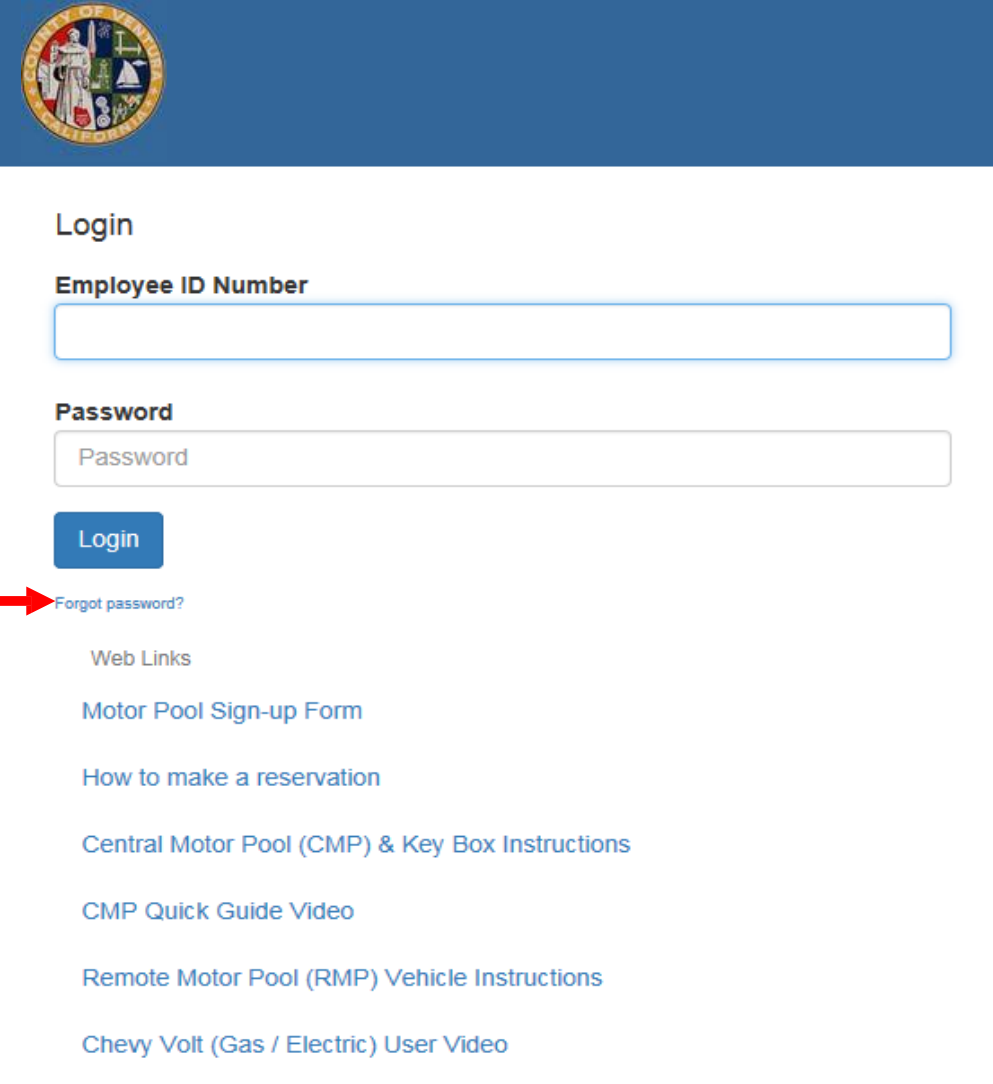
Only click submit once. Form may take some time to process.

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



The screenshot shows the Invers Login page. At the top left is the State of Virginia seal. Below it is the 'Login' section with two input fields: 'Employee ID Number' and 'Password'. A blue 'Login' button is positioned below the password field. To the right of the button is a link labeled 'Forgot password?'. Below the login section is a 'Web Links' section containing several 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', and 'Chevy Volt (Gas / Electric) User Video'. A red arrow originates from the 'Forgot password' link in the text instructions on the left and points to the 'Forgot password?' link on the page.

State of Virginia

Login

Employee ID Number

Password

Login

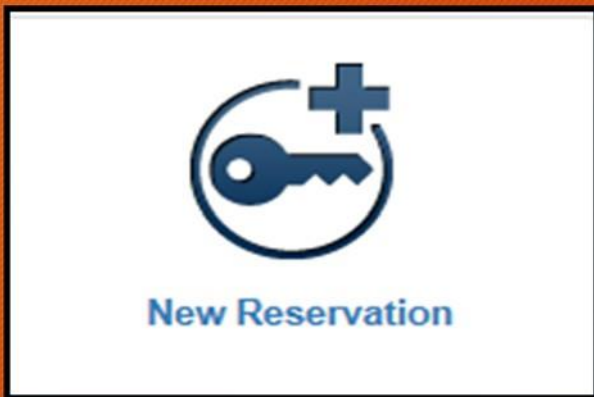
[Forgot password?](#)

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

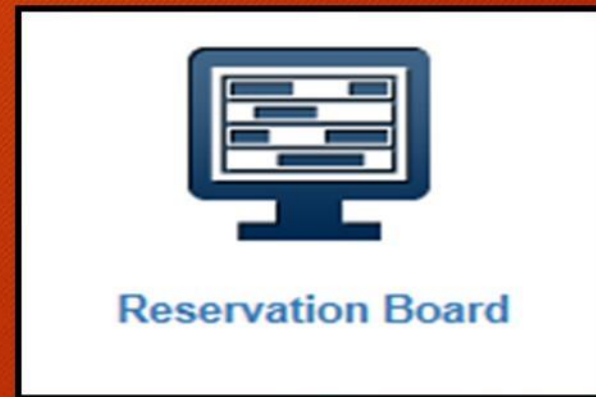
Select the specific date/time by using the New Reservation Icon.



Select One.



Using the Reservation Board allows viewing of all available vehicles in a graphical view.



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

Legend

available Now Reservation Own reservation Other

Tip: Click the [Legend](#) icon on bottom

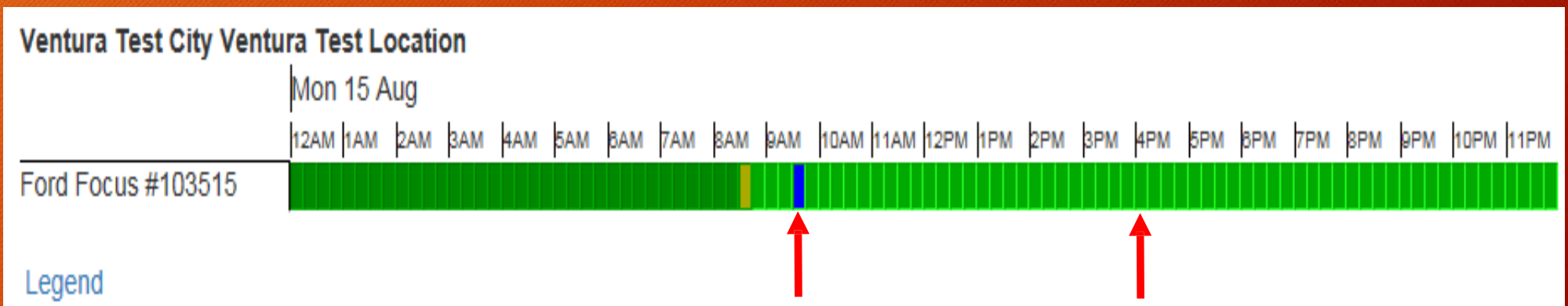
only green vehicles are available.

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.

The screenshot shows a reservation form with the following fields:

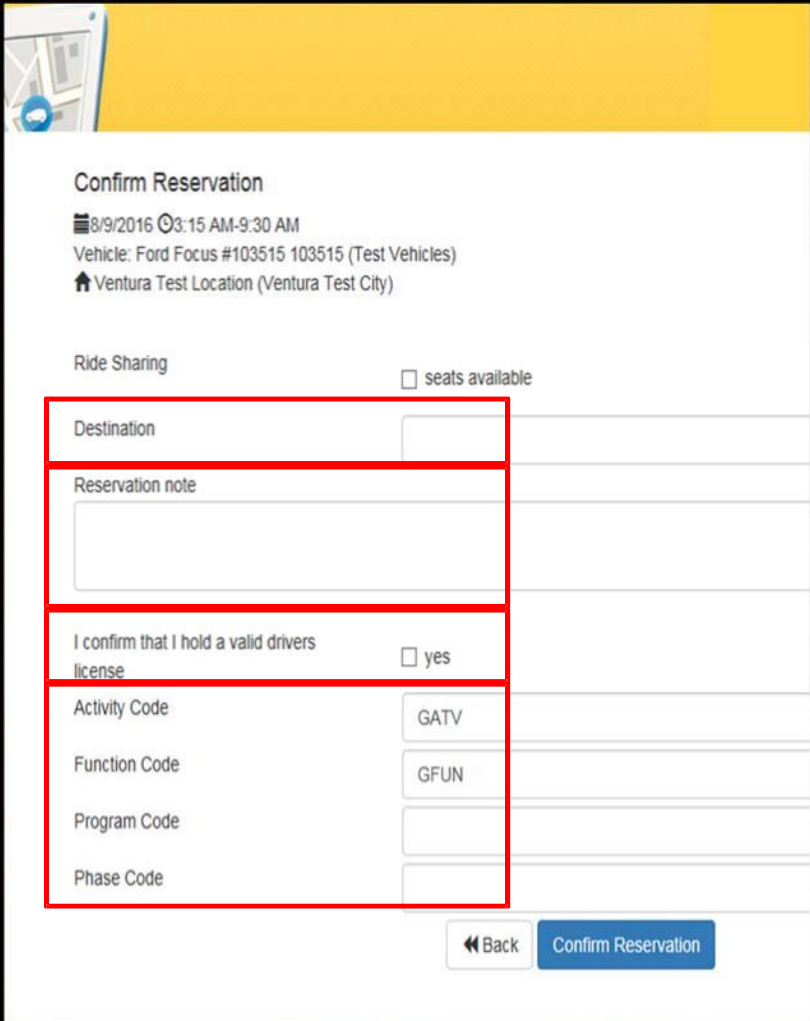
- Location:** Gov Center - CMP
- Category:** Hybrid Compact
- Remark:** Honda Insight Hybrid Compact Rates: \$3.21/hour, .20 cents/mile 9 hours cap per 24-hour period.
- Driver:** Dawson
- Reservation Start:** 10/3/2016 2:00 PM
- Reservation End:** 10/3/2016 4:00 PM
- ☐ reservation series

A red box highlights the 'Reservation Start' and 'Reservation End' fields. Each field has a calendar icon, a minus sign (-), and a plus sign (+) for date and time adjustment. Below the form, a 'Cancel' button and a 'Submit Request' button are visible. A red arrow points to a blue bar in a grid below the form.

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.



The screenshot shows the 'Confirm Reservation' screen. At the top, it displays the date and time '8/9/2016 03:15 AM-9:30 AM', the vehicle 'Ford Focus #103515 103515 (Test Vehicles)', and the location 'Ventura Test Location (Ventura Test City)'. Below this, there is a 'Ride Sharing' section with a checkbox for 'seats available'. A red rectangular box highlights the following fields: 'Destination', 'Reservation note', a confirmation statement 'I confirm that I hold a valid drivers license' with a 'yes' checkbox, and a list of billing codes: 'Activity Code' (GATV), 'Function Code' (GFUN), 'Program Code', and 'Phase Code'. At the bottom right, there are two buttons: 'Back' and 'Confirm Reservation'.

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.

The screenshot shows a web interface with a green header bar containing the text "Success" and "Your Reservation was accepted, thanks!". Below the header is a navigation bar with several buttons: "New reservation from this" (with a dropdown arrow), "Home", "My Reservations", "Change Reservation", "Cancel Reservation", "History", "Enter Note", and "Show Print Version". The main content area displays reservation details for "Reservation 101340". The details include "Reservation Start" (8/9/2016 5:15 PM), "Reservation End" (8/9/2016 6:15 PM), and "Customer" (stephen.furman@ventura.org). A red box highlights the "KeyManager TAN" field, which contains the value "C26553". Below this, the "Driver" is listed as "Stephen (user) Furman".

Success	
Your Reservation was accepted, thanks!	
New reservation from this ▾ Home My Reservations Change Reservation Cancel Reservation History Enter Note Show Print Version	
Reservation 101340	
Reservation Start	8/9/2016 5:15 PM
Reservation End	8/9/2016 6:15 PM
Customer	stephen.furman@ventura.org
KeyManager TAN	C26553
Driver	Stephen (user) Furman

Tip:

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

The screenshot shows a dropdown menu for the "New reservation from this" button. The menu is open, displaying three options: "one day later", "one week later", and "one month later".

New reservation from this ▾
one day later
one week later
one month later

Reservation by Graphical View

Tip:

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

- Use the drop down.

This image shows a close-up of the 'When' and 'Booking Type' sections of the reservation interface. The 'When' section has a date input field with '10/3/2016', a calendar icon, and minus/plus navigation buttons. Below the date is a dropdown menu currently showing '1 day'. The 'Booking Type' section has a dropdown menu currently showing 'Standard'. A red arrow points from the '1 day' dropdown to the 'See availability for all vehicles up to 14 days from the date you select.' text in the bottom image.

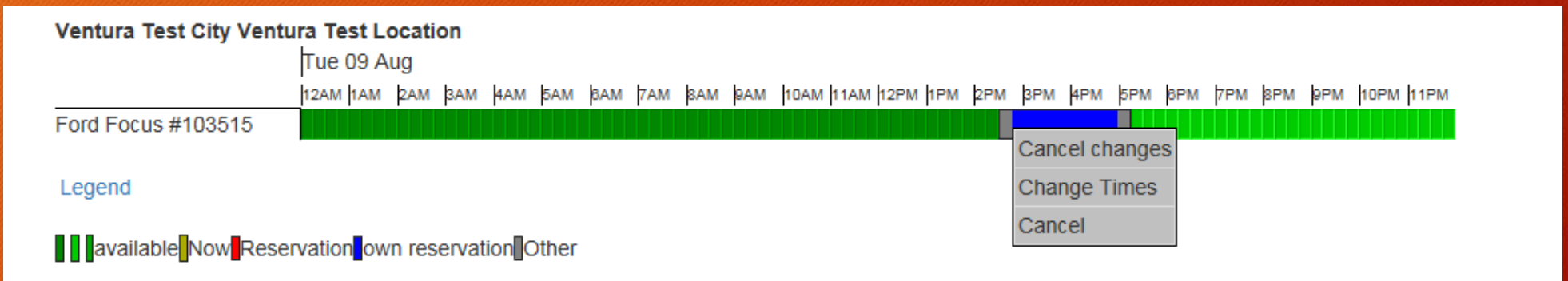
This image shows the full reservation interface. The 'When' section dropdown menu is open, showing options: '1 day', '2 days', '3 days', '4 days', '5 days', '7 days', and '14 days'. The '1 day' option is highlighted. The 'Where' section has 'City' and 'Location' dropdowns, both currently showing '--select--'. The 'Within Radius Of' section has a text input field with '0 km'. The 'Booking Type' section has a dropdown menu currently showing 'Standard'. The 'Map of Location(s)' section has a 'Show Map' button. A red arrow points from the '1 day' dropdown to the 'See availability for all vehicles up to 14 days from the date you select.' text. A tooltip is visible over the '107520 Dawson' text, showing options: 'Click to hide options', 'Ctrl+Click to pickup Swap colors', and 'Shift+Click to pickup frame color'.

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).



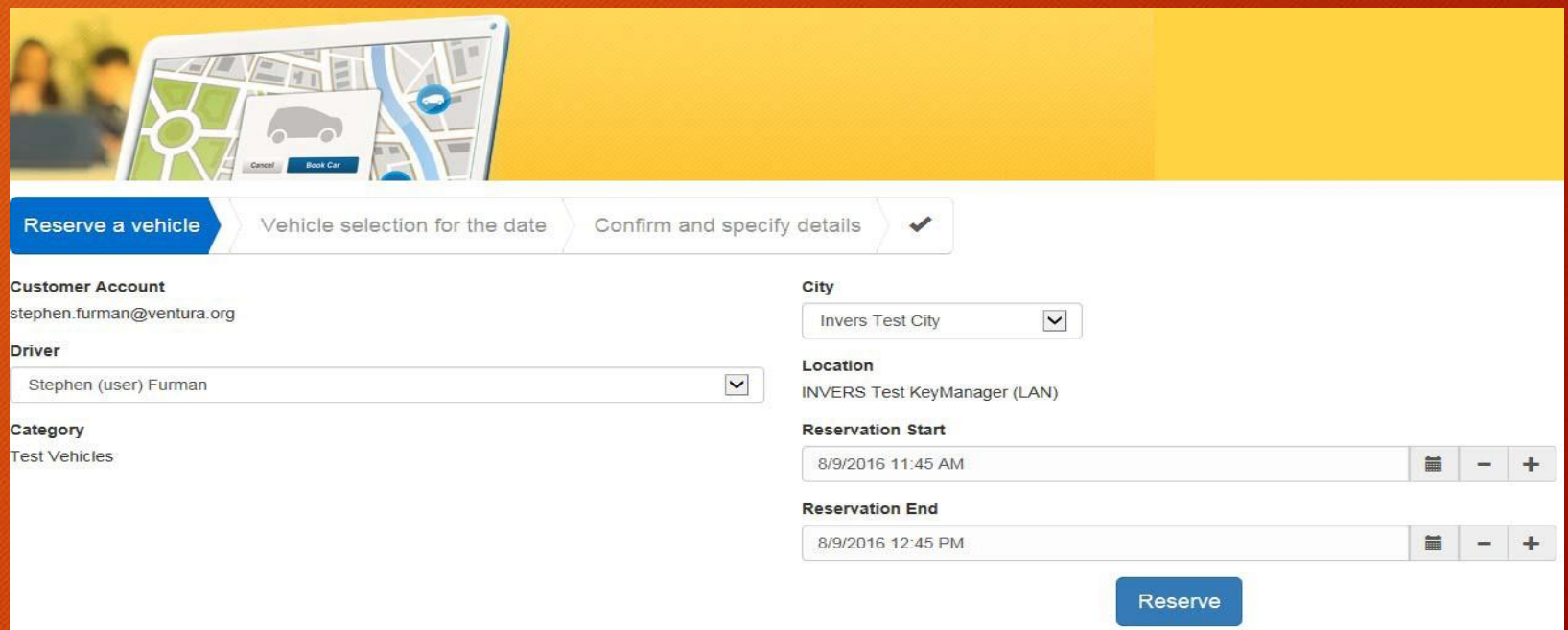
- Click on your blue reservation and select an option.

Reservation by Specific Date/Time

1. Select New Reservation icon.



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



The screenshot displays the 'Reserve a vehicle' step of a reservation system. The interface includes a progress bar with three steps: 'Reserve a vehicle' (active), 'Vehicle selection for the date', and 'Confirm and specify details'. Below the progress bar, the form is divided into two columns. The left column contains fields for 'Customer Account' (stephen.furman@ventura.org), 'Driver' (Stephen (user) Furman), and 'Category' (Test Vehicles). The right column contains fields for 'City' (Invers Test City), 'Location' (INVERS Test KeyManager (LAN)), 'Reservation Start' (8/9/2016 11:45 AM), and 'Reservation End' (8/9/2016 12:45 PM). A 'Reserve' button is located at the bottom right of the form.

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.

The screenshot shows a web application for Ventura County with a navigation bar including 'New Reservation', 'Reservation Board', 'Map reservation', 'My Reservations', 'Ride Sharing', and 'Usages'. The main content area is titled 'Reserve a vehicle' and includes a progress bar with steps: 'Reserve a vehicle', 'Vehicle selection for the date', and 'Confirm and specify details'. Below the progress bar, there are input fields for 'Customer Account' (124920 Furman Stephen), 'Driver' (Stephen Furman), and 'Category' (Test Vehicles). To the right, there are dropdown menus for 'City' (Ventura Test City) and 'Location' (Ventura Test Location), and date/time pickers for 'Reservation Start' (8/23/2016 1:00 PM) and 'Reservation End' (8/23/2016 5:00 PM). A modal dialog box is overlaid on the interface, displaying the message: 'Sorry, no appropriate offers available. Please select one of the following options: Switch to graphical reservation, Back'.

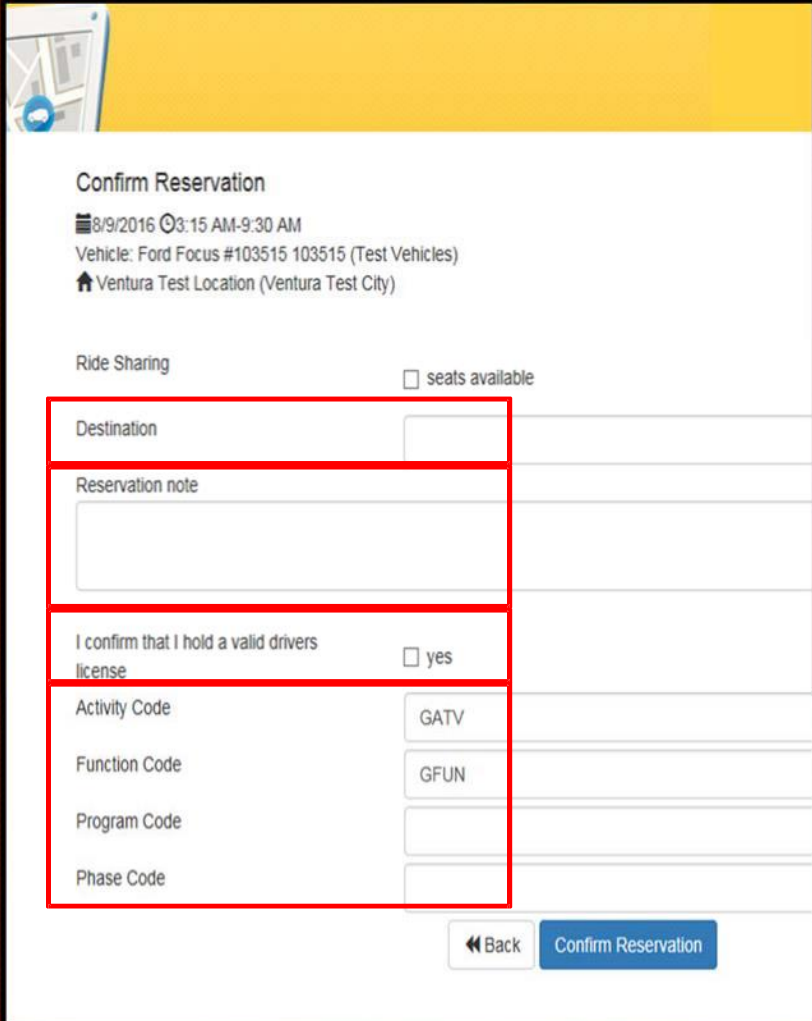
Select “Back” to try by date/time again or,

“Switch to graphical reservation.”

Confirm Reservation Screen

Final Step!

- Enter a Destination (optional).
- Make Reservation Notes (optional)
- 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.



The screenshot shows the 'Confirm Reservation' screen. At the top, it displays the date and time '8/9/2016 03:15 AM-9:30 AM', the vehicle 'Ford Focus #103515 103515 (Test Vehicles)', and the location 'Ventura Test Location (Ventura Test City)'. Below this, there is a 'Ride Sharing' section with a checkbox for 'seats available'. A red rectangular box highlights the following fields: 'Destination', 'Reservation note', a confirmation statement 'I confirm that I hold a valid drivers license' with a 'yes' checkbox, and four dropdown menus for 'Activity Code' (pre-filled with 'GATV'), 'Function Code' (pre-filled with 'GFUN'), 'Program Code', and 'Phase Code'. At the bottom right, there are two buttons: 'Back' and 'Confirm Reservation'.

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.

Success

Your Reservation was accepted, thanks!

New reservation from this ▾ Home My Reservations Change Reservation Cancel Reservation History Enter Note Show Print Version

Reservation 101340

Reservation Start 8/9/2016 5:15 PM

Reservation End 8/9/2016 6:15 PM

Customer stephen.furman@ventura.org

KeyManager TAN C26553

Driver

Stephen (user) Furman

Tip:

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

New reservation from this ▾

one day later

one week later

one month later

Other Features

View your past, present and future reservations.



My Reservations

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



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