

Upgraded Motor Pool Reservation System

Remote Motor Pool (RMP) Vehicle Instructions

Fleet
Operations
Presents



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!

Remote Motor Pool Locations

County Locations:

- 2323 Knoll Drive
- 2900 Madera Rd. Simi Valley
- Camarillo PD
- Camarillo VCFD HQ
- County Square Drive
- 2240 Gonzales Rd E. Oxnard
- 2901 N. Ventura Rd. Oxnard
- Partridge Building
- Saticoy Yard
- Telemark
- Vanguard Building



Accessing Vehicle

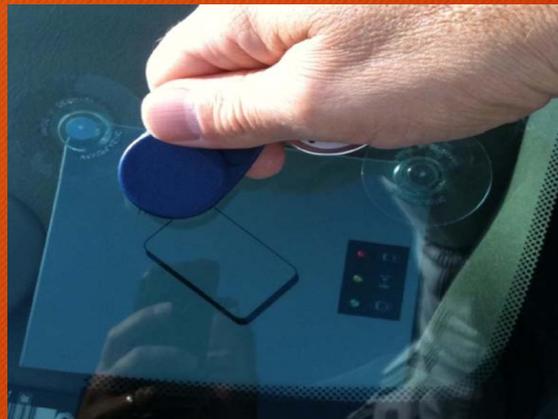
You must have your pre-assigned FOB to access RMP vehicles.



Don't have one?

To request a FOB, complete the "Motor Pool Sign-up Form" on the County Motor Pool Invers home page.

Place **blue** FOB on sensor located under vehicles windshield.



Light will Change:

Red - Yellow - Green

Doors will then unlock.

*Will not work until your reservation time has begun.

Remove car keys from hand held device in glove box.



Use car as normal.

Remember, don't return car keys to this device until you are completely done with vehicle.

Leaving your personal vehicle?

CMP/RMP driver may leave their personal vehicle in the motor pool space of the reserved vehicle only if they leave a copy of their reservation paperwork on the dashboard of their personal vehicle.

Facility security staff are aware of this policy.

Place a copy of your reservation on the dash of your personal vehicle then park in the spot assigned to your reserved Motor Pool vehicle.

The screenshot shows a web interface for a reservation system. At the top, a green banner reads "Success" and "Your Reservation was accepted, thanks!". Below this is a navigation bar with buttons for "New reservation from this", "Home", "My Reservations", "Change Reservation", "Cancel Reservation", "History", "Enter Note", and "Show Print Version". The main content area displays reservation details for reservation 101340, including start and end times (8/9/2016 5:15 PM), customer name (Stephen Furman), driver name (Stephen Furman), and a KeyManager TAN (C28553). It also lists various reservation options like insurance, ride sharing, and destination. At the bottom, there is a section for "Reservation Item Information" showing the item category as "Test Vehicles" and the reservation info as "Single item reservation". A location map is partially visible at the very bottom.

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	C28553
Driver	
Stephen (user) Furman	
Reservation note	
Insurance	
No insurance	
Ride Sharing	
no seats available	
Destination	
I confirm that I hold a valid drivers license	yes
Activity Code	GATV
Function Code	GFUN
Reservation Item Information	
Item's category	Test Vehicles
Reservation info	Single item reservation
Location Map	

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 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.

Getting Fuel

Six County fuel sites are available for refueling.



To avoid additional charges return:

- CMP vehicles with a **minimum** of a ½ tank of fuel.
- Gov Center CMP - Travel vehicles should be returned with a **full** tank.

24/7 Fuel Site Locations

Government Center

800 South Victoria Avenue, Ventura CA 93009

Camarillo

600 Aviation Drive Camarillo, CA 93023

East Valley

2101 Olsen Road Thousand Oaks, CA 91362

Moorpark

7150 Walnut Canyon Road Moorpark, CA 93021

Lockwood

15011 Lockwood Valley Rd. Lockwood Valley, CA 93023

Saticoy

11201 Riverbank Drive Ventura, CA 93004

A different FOB is required for fueling.



This black/gray FOB is located on the vehicles key ring.

Fuel Site Instructions

Saticoy, Moorpark and Lockwood sites offer diesel at the pumps.

Motor pool vehicles do not use diesel fuel and the system will not allow diesel to be pumped into a regular gas vehicle.

Diesel pumps can be identified by the green handle on the nozzle.

If the system will not pump and states "Invalid fuel type," you are using the incorrect pump.

Fuel System Instructions

1. Enter fuel pump number then select **(ENTER)** button on keypad.
2. **Swipe the vehicles fuel FOB over the reader** to the right of the keypad.

Picture of FOB



Picture of Reader



3. Enter vehicles current **odometer reading** then select **(ENTER)** button on key pad.
4. **Fuel vehicle.**

Contact Fleet dispatch with questions (805) 672 – 2060.

Help Keep Vehicles Clean

Automated Car Wash adjacent Government Center Fleet garage and fuel site.



- Everyone likes a clean vehicle!
- Help us help you, it only takes 5 minutes and yes - we timed it!
 - If your Motor Pool vehicle needs to be washed, drive through the automated car wash located at the Government Center next to the Fleet garage before returning it.
 - Use vehicle's fuel FOB to authorize. Similar to the fueling process.

Voyager Card Instructions

Voyager cards are used when taking a motor pool vehicle out of the County or when a County fuel site can't be accessed.

There are different instructions for CMP and RMP vehicles.

RMP - Voyager cards located within hand held device in glove box.

CMP - Voyager cards located at GSA reception desk. Call first to reserve a card for your out of town trip (805) 654 - 3707.

Tip: Gov Center CMP-Travel site has newer vehicles specifically for out of town travel.

Voyager Card



RMP In Hand Held Device



CMP in HOA - GSA Reception



Voyager Card Instructions - RMP

To use Voyager card:

Remove Voyager card from handheld device located in glove box.

A PIN # will be displayed on the hand held unit for 10 seconds when removed.

Enter pin# at fuel pump.

Similar to using a debit card.

*The Voyager card is only for fuel purchases.



Situations To Avoid Resulting In Additional Fees:

\$50 - Return vehicle with less than a ½ tank of gas.

\$50 - Return "CMP-Travel" vehicle without full gas tank.

\$TBD - Fee charged for returning abused vehicles.

\$20 - Cancel reservation after start time.

\$20 - No show Central Motor Pool (CMP).

Caution: CMP system cancels entire reservation after two hours from start time due to inactivity.

\$20 - No show per day Remote Motor Pool (RMP).

RMP system will not cancel entire reservation due to inactivity limiting anyone else having access to the vehicle during reservation period.

\$10 - Minimum use charge per trip.

**LATE RETURNS leave others stranded.
Consider reservation times carefully!**

Returning Vehicle

1. When completely done with vehicle and all trips, remove handheld device.



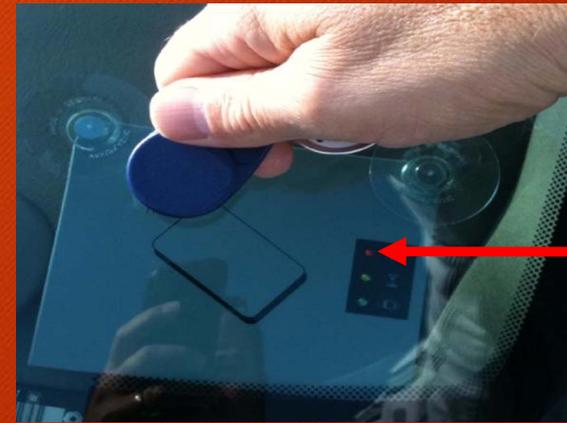
2. Device asks "Is vehicle returned?"
Answer "yes" on device.

3. Insert vehicle FOB with keys back into hand held device.



4. Place handheld device back in glove box and exit vehicle.

5. Place **blue** FOB on sensor located under drivers windshield.



Light will go from **green** to **red**.

6. This will lock doors, end your reservation and stop charges.

Manually locking doors is NOT a substitute for this step!

Common Mistakes When Exiting Vehicle.

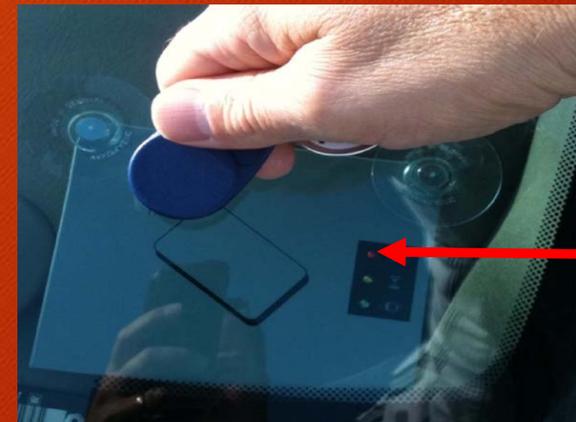
Key falls out of device when device is placed back in glove box.



Carefully, place handheld device back in glove box making sure the FOB is firmly inside device.

Reservation will not end and you will receive recurring emails that the vehicle was not returned.

LISTEN / CHECK that the doors locked after your final FOB swipe.



Light will go from green to red.

Last swipe locks the doors.

Reservation will not end and you will receive recurring emails that the vehicle was not returned.

Both of these affect next user!



FOB - A - Palooza



Blue & White: RMP FOB assigned to driver and unlocks / locks vehicle.



Black & Gray: Fuel FOB used at County fuel sites for gas.



Black & White: Attached to vehicle keys and is inserted into device in glove box at the end of your reservation.

Fuzzy on
FOB's?



Reporting Problems – RMP

Things not right?

Tell us.

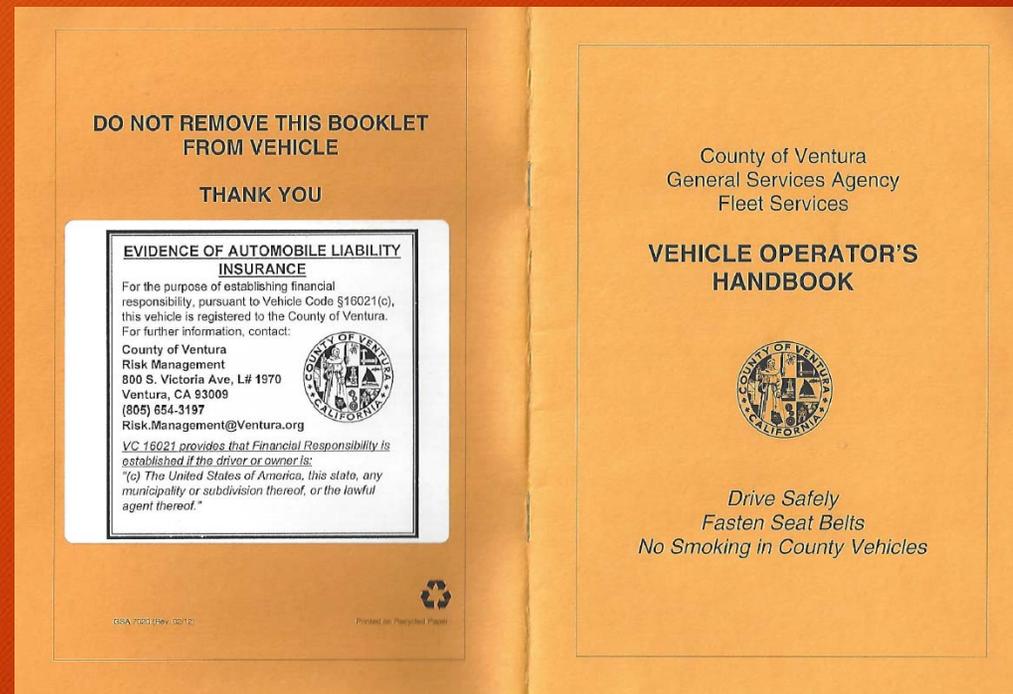
Report RMP problems three ways:

- Access your reservation online or from your reservation confirmation email.
 - Select reservation summary, login and Enter Note
- Email the motor pool directly at: motorpool@ventura.org
- By phone: (805) 654 - 3707

Vehicle Operators Handbook

Located inside the glove box, a **Vehicle Operators Handbook** provides helpful information:

- Insurance
- Accident Reporting
- Mechanical Failure
- County Fuel Site Locations
- Contact Phone Numbers



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!