

Upgraded Motor Pool Reservation System

Central Motor Pool (CMP) & Key Box 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.



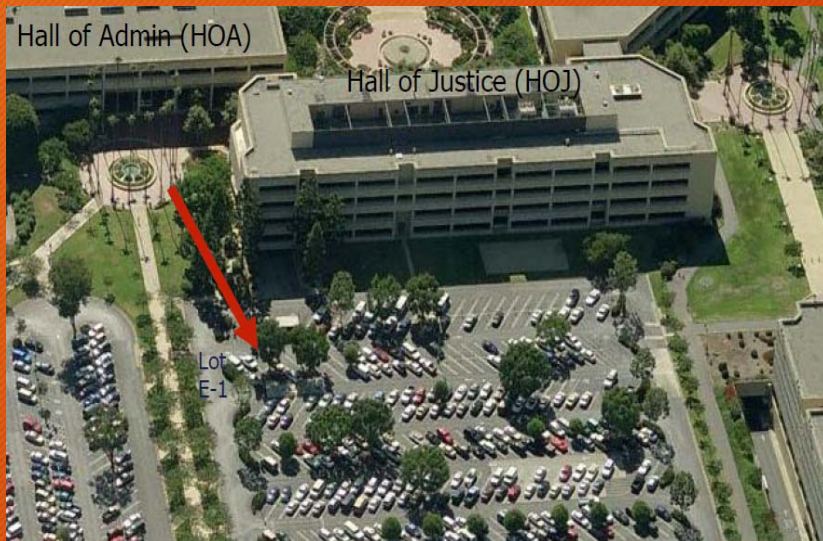
- FOB's are used in conjunction with authorization devices located within the vehicle.
- You Must have a pre-assigned FOB for these vehicles.
- For detailed instructions, select the web link on the County Invers home page titled: Remote Motor Pool (RMP) Vehicle Instructions.

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

Central Motor Pool Location

Government Center
800 S Victoria Ave, Ventura CA 93009

24/7 Key Box Manager Lot E-1



Key Box Manager

Contains keys to vehicles for the following CMP locations:

Gov Center - CMP
Gov Center - CMP - TRAVEL

Gov Center - CMP - Assessor
Gov Center - CMP - EV



Checking Out Vehicle

Enter the reservation "C" number from your reservation confirmation page using the key pad shown here.



*Will not work until your reservation time has begun.

Success
Your Reservation was accepted, thanks!

Reservation Confirmation Page Example

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	
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	

+
-

Getting Keys and Locating Vehicle

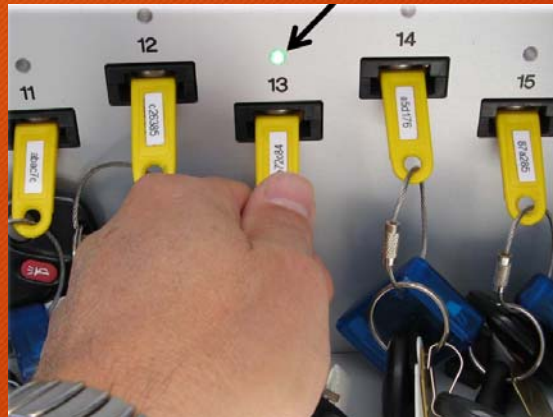
The key box information screen will now display your door number.



Open the correct door number to access your keys.

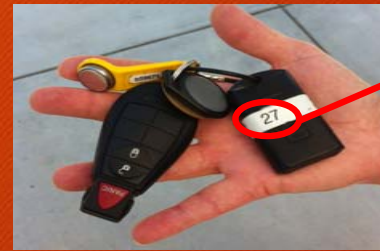
1 - 2 - 3

Your key will be illuminated.



Important - Taking a key that is not illuminated will not start the car.

Parking Stall # 27



Tip - At times, the vehicle could be returned to the wrong stall. Match your vehicle's tag # to the vehicle's # located on the rear or front fender.



Vehicle # 401716



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.

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

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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

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.

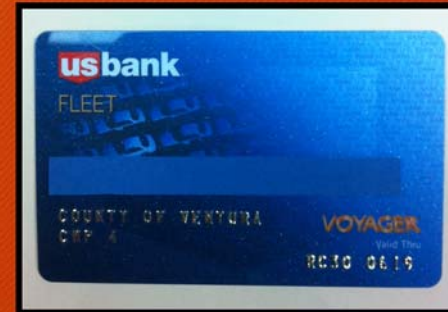
There are different instructions for CMP and RMP vehicles.

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 - CMP

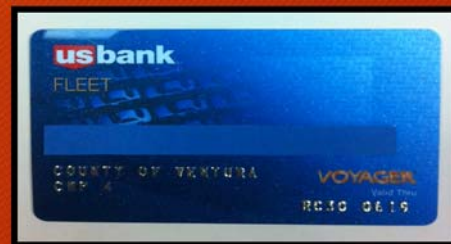
Pick up your Voyager card from the GSA reception desk for out of town travel.

To use Voyager card for the vehicle you are driving:

Enter pin # (vehicle # on the key tag) at fuel pump.

Similar to using a debit card.

*The Voyager card is only for fuel purchases.



Returning Vehicle? Park in the Assigned Spot.

CMP REMINDER on how important it is to return the vehicle to its assigned parking spot.

- * Delayed appointments for the next user if they have to hunt down the vehicle.
- * Domino effect for other vehicles being parked in the wrong spots.
- * Staff resources having to assist with locating the missing vehicle.
- * Correct spot # is labeled on black key FOB.

Parking Stall # 27



Tip - At times, the vehicle may have been returned to the wrong stall.

Match the vehicles transmitter # to the GSA Motor Pool parking space number on the sign.

New Feature Reporting Problems

Things not right?

Tell us.

The key box manager will now prompt you to provide feedback on your experience during the vehicle return process.

- Cleanliness
- Repairs required
- Fuel levels adequate
- Rate the service

*Feature only available for CMP key box manager.
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

Please rate our service

- 1 - excellent service
- 2 - very satisfied
- 3 - satisfied
- 4 - needs improvement
- 5 - not satisfied



Reporting issues, is now fast and easy!

Use the number pad to enter your responses.

Returning Vehicle

Enter your reservation "C" number.



Provide feedback by using key pad to answer questions on the display.

Insert yellow data key into any open slot.



Please close the door.



Thank you for supporting the County motor pool!

Returning Vehicle

Tip:

You can return a vehicle without your reservation #.

Hold the transmitter against the display.



Display will then tell you what door to place key in.



Transmitter shown here with stall number 27 on it.

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.

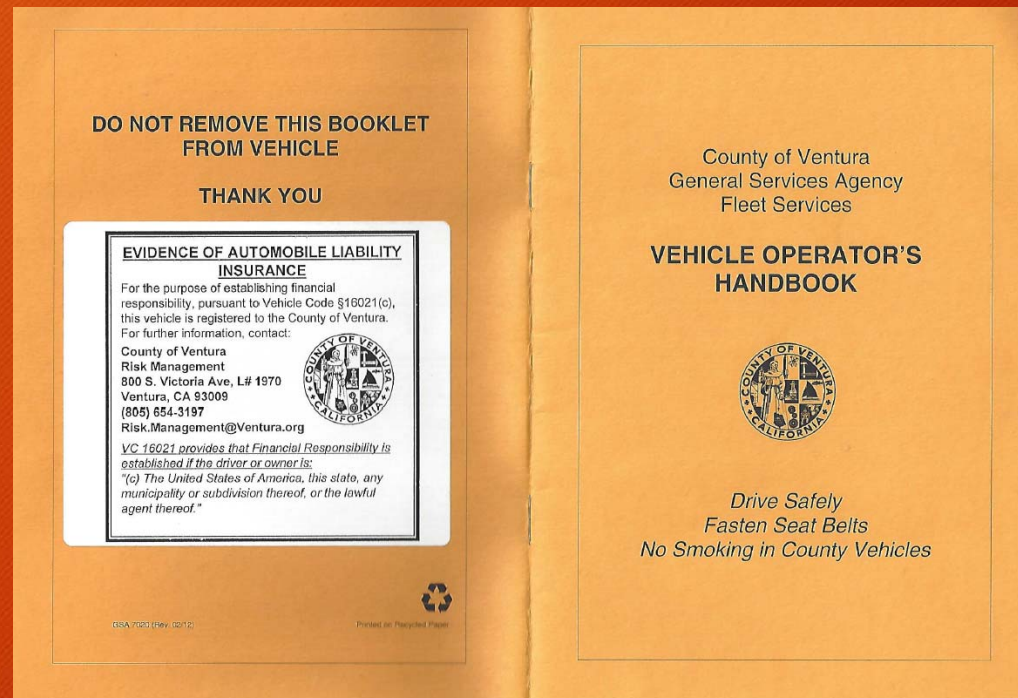
\$10 - Minimum use charge per trip.

LATE RETURNS leave others stranded.
Consider reservation times carefully!

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!