How to Use Husky Motors New Vehicle Reservation System

For more information, contact Angie Kolehmainen at amkolehm@mtu.edu
Logging In

• Step 1: Visit:  https://mtu.agilefleet.com/login.asp
• Step 2: Click on Sign Up Now!
Please fill out all information, including your driver’s license number and expiration date. Use your ISO log-in and password to access the system.
User Registration Approval

- All user registrations will need to be approved by the administrator. I will approve these right away so you can make your vehicle reservation.
Once registration is approved you will log in and see the following screen. Click “OK” once you have read the motor pool policies.

**Motor Pool Policies**

|--------|-------------------|--------------------------|-----------------------------|--------------|---------------------|-------------------|--------------|--------------------|-----------|

**Use Authorization**

Only authorized State University faculty, staff, and students may operate a motor pool vehicle. The vehicle may be used only for State University business. No one, other than faculty, staff, and students on business or course work, may ride in State University vehicles unless special paperwork is submitted in advance.

Domestic and non-domestic animals are NOT allowed in the vehicles with the exception of seeing-eye, hearing-ear, and service dogs. (Please indicate a special vehicle requirement when making the reservation, of the need to transport one of these dogs.) Caged research animals may be transported in cargo vans only.

Vehicles are not to be used for towing. No objects are to be placed, mounted, or tied to the outside of any motor pool vehicle. Damage resulting from any of these conditions will be the responsibility of the requestor’s department (or organization). Smoking is strictly prohibited in all motor pool vehicles.

**Requirements of Operator**

All drivers of motor pool vehicles must possess a valid U.S. driver’s license with fewer than 6 points on their record. For insurance purposes, the Motor Pool Office, must have on file a list of all persons who will be operating motor pool vehicles. This must include the driver’s name, license number, state of issue, expiration date of license, and driver’s date of birth.

**Responsibilities of Operator**

The operator of the vehicle has, but is not limited to, the following responsibilities:

- Safe operation and security of the vehicle until it has been returned to the Motor Pool.
- Strict adherence to all traffic and parking laws. A practice of road courtesy at all times. YOU are responsible for all traffic and parking violations. Any citations received by the Motor Pool Office shall be forwarded to the department (or organization) that reserved the vehicle. Speeding in a motor pool vehicle will result in a 90-day suspension of driving privileges.
- Safety belts are to be worn by all occupants of the vehicle at all times the vehicle is in motion. The driver is responsible for ensuring that all occupants comply with this requirement.
- Do not abuse this vehicle! Vehicle damage resulting from abuse is subject to payment by the driver’s department (or organization). Additionally, if a vehicle is at fault in an accident, the department (or organization) will be required to pay...
Click on the “Home” button.

We are excited about the launch of this new service and we are pleased to provide you 24 hours per day access to motor pool resources, policies, and procedures. Please enjoy the site. We look forward to serving you through this new venue.
Making a Reservation

- You can make a reservation for yourself or for someone else. Click on the **Make Reservation**.
Select Usage Type

• Please select “Daily Rental” for the usage type.
Request Information

- Complete Reservation Request form: pickup date/time; return date/time; type of vehicle; number of occupants; destination; purpose; account information; once completed, select “Next (Continue Request)”
Making a Reservation cont.

• Confirmation Page: “Submit Request” to have a vehicle assigned to your reservation.
• “Select Submit and Make Similar Request” to submit and make another request. For your convenience, the information you entered will transfer to the new submission request.

![Vehicle Reservation - Finish Request](image-url)
Once you hit submit, you are all set. This page displays your current requests. To cancel your current reservation displayed below, click the x next to the Request Date/Time. To make another reservation, click “Make Reservation”.

<table>
<thead>
<tr>
<th>Request Date/Time</th>
<th>Schedule Information</th>
<th>Status Information</th>
<th>Request ID or Confirmation Number</th>
<th>Vehicle Information</th>
</tr>
</thead>
</table>
| 08/28/2015 12:43:58 pm | Pick-up: 08/31/2015 @ 07:00 AM  
Return: 08/31/2015 @ 04:00 PM  
Duration: 9 hours | | R000010 | Unassigned |

FleetCommander: Submit Request

Your vehicle reservation request has been submitted. An email with information about your request is being sent to you at pfoetisch@mtu.edu.
Checking Out a Vehicle

• The FleetCommander outdoor kiosk interface is a touch-screen. Just tap the desired item!
Checking Out a Vehicle

The FleetCommander kiosk interface is a touch-screen. Just tap the desired item!
Checking Out a Vehicle

- All users must log in.
- Use the virtual keyboard to enter your User ID and Password.
Checking Out a Vehicle

You’ll be presented with your approved reservations that are ready to be dispatched.

Tap on the desired confirmation number.
Checking Out a Vehicle

On the next screen, tap the Check Out button.
Checking Out a Vehicle

Please wait. Checking the key status...

The kiosk will then check to make sure that the key is present in the key box.
Checking Out a Vehicle

- A countdown starts.
- The door latch light on the front of the key box lights up to indicate the door can be opened.
- Slide the latch up to open the door.
Checking Out a Vehicle

- The light next to the correct key lights up. Turn the key and remove it, then close the door.
- All other keys remain locked in place.
Checking Out a Vehicle

You’ll see this screen if your attempt was successful.
Checking Out a Vehicle

If you don’t remove the key, the countdown continues.

Please remove your key now.
Checking Out a Vehicle

When it reaches 0, the system finishes by checking the key status again.
Checking Out a Vehicle

If the key has not been removed in time, the user must check out again.
Checking Out a Vehicle

If desired, a user can cancel the check out process.

Please remove your key now.

Your key #:2

Turn key to the left (counter-clockwise) to remove it.

Time Remaining

17

Cancel Check Out
Checking Out a Vehicle

The system will then process the cancellation.
Check Out a Vehicle

Your check out has been canceled.

Once successfully cancelled, the user will get a confirmation message.
Checking In a Vehicle

When returning your keys, tap the Check In button.
Checking In a Vehicle

- All users must log in.
- Use the virtual keyboard to enter your User ID and Password.
Checking In a Vehicle

You are presented with your reservation.

Tap on the confirmation number.
Checking In a Vehicle

- Enter fuel level.
- Enter vehicle mileage.
Checking In a Vehicle

Users also have the option to send comments to the Administrator.
Checking In a Vehicle

Complete the form below and click "Check In" to complete this reservation.

Reservation Information
- Confirmation Number: 112497
- Driver: Gearhart, Alexis (agearthart)
- Schedule: 05/13/2010 09:38 AM - 05/13/2010 10:00 AM
- Current Time: 05/13/2010 09:57 AM

Vehicle Information
- Vehicle Name: 4A021251
- License Number: CH2353
- Mileage Out: [Field]
- Mileage In: [Field]
- Parking Space: [Field]
- Fuel In: [Field]

Description:
2004, SILVER, HONDA, ACCORD 2DR EX-V6-LEATHER/AUTOMATIC
LS DRIVER SEAT BY BACK-PART COMING OUT, TOP OF PASS WINDOW-TAPE COMING OFF, MISSING REAR CARGO NET, BOLT COVERS 2 BROKEN BACK-BOTTOM PASS SEAT

Comments:
If your comments are urgent or you wish them to be seen immediately by the administrator, then place a check in the checkbox. Your comments will be sent to the administrator when you click on the Check In button.

Tap Check In to check in the vehicle.
Checking In a Vehicle

A countdown starts.

The door latch light on the front of the key box lights up to indicate the door can be opened. Slide the latch up to open the door.
Checking In a Vehicle

- The light next to the correct key lights up. Insert the key.
- You MUST turn the key in order to complete the return.
Checking In a Vehicle

You’ll see this screen if your attempt was successful.
Thank you!!

• Thank you for viewing this How-To on The Vehicle Reservation System PowerPoint! We hope it has been helpful.

• Please submit all questions, concerns and feedback to Angie Kolehmainen, Director of Transportation Services at amkolehm@mtu.edu.