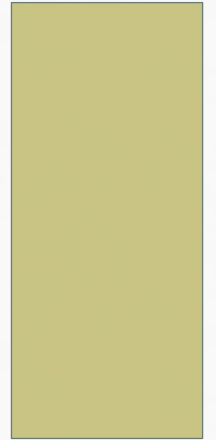


# NEED A COURTESY VEHICLE?

FLEET SERVICES



# FLEET BREAK DOWN

- If you need to bring in your leased vehicle for service, you may now reserve a courtesy vehicle
  - Request online
  - By phone at 5-3033
- Compact
- Mid-Size
- Full size
- Mini Utility
- Minivans
- Pick Ups
- Cargo Vans
- Sports Utility Vehicles
- Furniture Vans
- Stake Bed Truck

# FLEET COMMANDER

- To make a reservation online, click the link below and log in with your U of M credentials
- <https://pts.umn.edu/fleet/rental.html>

The screenshot displays the University of Minnesota's Fleet Commander website. At the top, the University of Minnesota logo and the slogan "Driven to Discover" are visible. Below this is a navigation bar with the text "Parking and Transportation Services" and a search box. A secondary navigation bar contains links for HOME, PARK, TRANSIT, BICYCLE, WALK, and FLEET. The main content area is titled "Vehicle Rental" and includes a sub-header "FLEET" with a red arrow pointing to it. A sidebar on the left lists "Twin Cities Campus Maps" and "Twin Cities Campus Interactive Map" under the "SERVICES" section. The main content area features a red-bordered box around the "MAKE A RESERVATION ONLINE" link, which is accompanied by the text "For assistance, call 612-625-3033." Below this, the "Dispatch Hours (for picking up a rental vehicle):" are listed as 6:30 am - 6:30 pm, Monday - Friday, and 7:00 am - Noon, Sunday. A yellow highlighted box at the bottom contains the text: "Rental Pick-up Customers! If a particular driver will not be present at the time of rental pick up, please provide Fleet Services with the following information before the rental vehicle will be released: - Driver's Name/Date of Birth - License State of Issue and Expiration".

UNIVERSITY OF MINNESOTA  
Driven to Discover<sup>SM</sup>

Search

Parking and Transportation Services

HOME PARK TRANSIT BICYCLE WALK FLEET

Home > Fleet > Vehicle Rental

**Vehicle Rental**

Need a vehicle for a short period of time? We can set you up with the vehicle that is right for your particular requirements.

[Rental Rates](#) [Fuel Key](#)

**MAKE A RESERVATION ONLINE**  
For assistance, call 612-625-3033.

**Dispatch Hours (for picking up a rental vehicle):**  
6:30 am - 6:30 pm, Monday - Friday  
7:00 am - Noon, Sunday

**Rental Pick-up Customers!** If a particular driver will not be present at the time of rental pick up, please provide Fleet Services with the following information before the rental vehicle will be released:  
- Driver's Name/Date of Birth  
- License State of Issue and Expiration

Twin Cities Campus Maps

Twin Cities Campus Interactive Map

**SERVICES** ▼

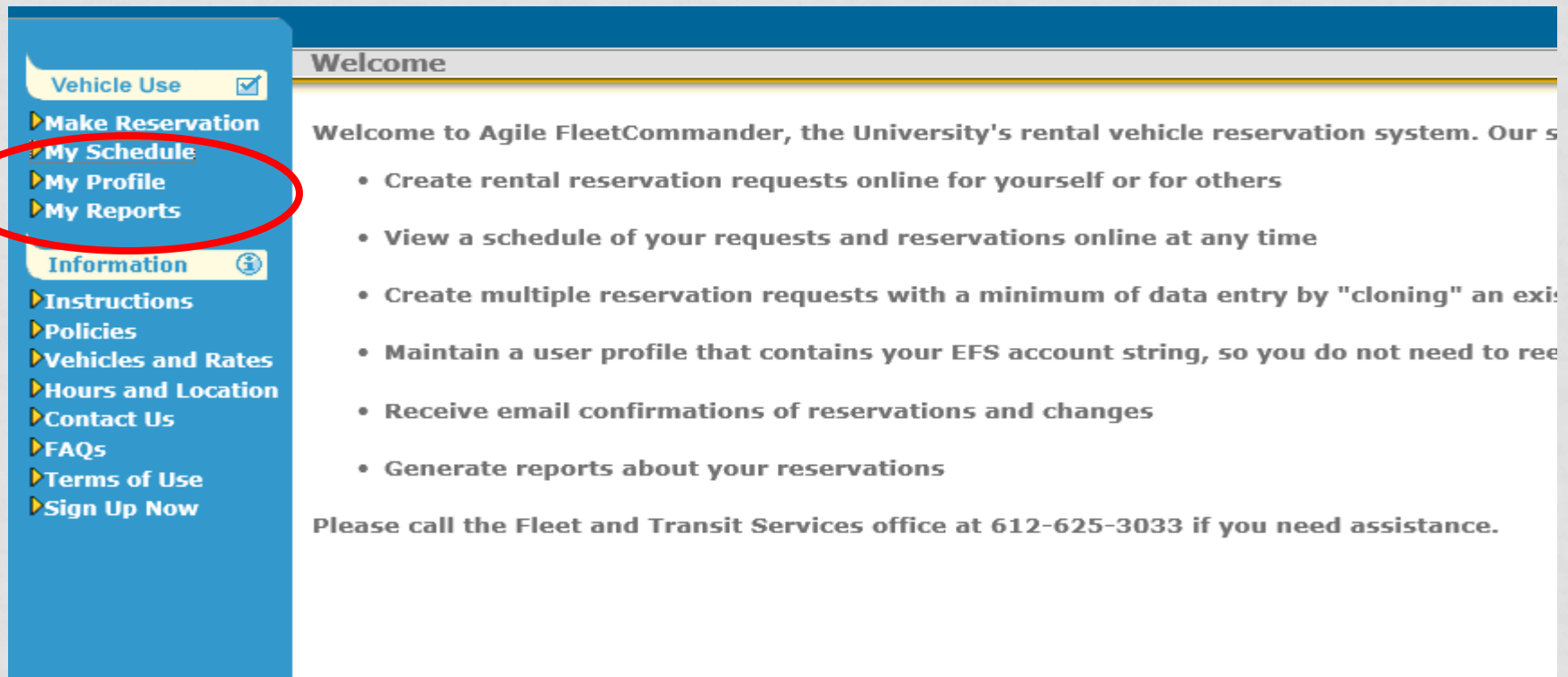
Vehicle Rental

Vehicle Leasing

Vehicle Purchasing

# CUSTOMER VIEW

Left hand bar shows customer options to work with profile and reservations



**Vehicle Use**

- ▶ **Make Reservation**
- ▶ **My Schedule**
- ▶ **My Profile**
- ▶ **My Reports**

**Information** ⓘ

- ▶ **Instructions**
- ▶ **Policies**
- ▶ **Vehicles and Rates**
- ▶ **Hours and Location**
- ▶ **Contact Us**
- ▶ **FAQs**
- ▶ **Terms of Use**
- ▶ **Sign Up Now**

**Welcome**

**Welcome to Agile FleetCommander, the University's rental vehicle reservation system. Our s**

- **Create rental reservation requests online for yourself or for others**
- **View a schedule of your requests and reservations online at any time**
- **Create multiple reservation requests with a minimum of data entry by "cloning" an exist**
- **Maintain a user profile that contains your EFS account string, so you do not need to ree**
- **Receive email confirmations of reservations and changes**
- **Generate reports about your reservations**

**Please call the Fleet and Transit Services office at 612-625-3033 if you need assistance.**

# CUSTOMER VIEW

- View past, present, future and pending reservations by clicking on "My Schedule"

Vehicle Use

Make Reservation

**My Schedule**

My Profile

My Reports

---

Information

Instructions

Policies

Vehicles and Rates

Hours and Location

Contact Us

FAQs

Terms of Use

Sign Up Now

## My Schedule - Current Requests

Logg

User ID / name: **helge205 / Helgeson Melina**      Schedule as of: 4/8/2015 10:51:34  
 E-mail address: **helge205@umn.edu**

Request ID or Confirmation number:        Display: **Current Requests**    
[All Requests](#)

	Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information
🔍	06/27/2013 2:30:32 pm	Pick-up: <b>06/27/2013@02:31 PM</b> Return: <b>06/27/2023@09:00 AM</b> Duration: 3651 days 18 hours 25 minutes	<input checked="" type="checkbox"/> Request was approved <input checked="" type="checkbox"/> You are the requestor Driver: <a href="#">Barry Robertson</a>	<a href="#">114774</a> <i>Confirmation number</i>	Vehicle: 132791 ( 2013 MAROON Location: Default Type: GARBAGE TRUCK
🔍	06/28/2013 2:20:49 pm	Pick-up: <b>06/28/2013@02:20 PM</b> Return: <b>06/26/2023@01:00 AM</b> Duration: 3649 days 10 hours 40 minutes	<input checked="" type="checkbox"/> Request was approved <input checked="" type="checkbox"/> You are the requestor Driver: <a href="#">Barry Robertson</a>	<a href="#">114785</a> <i>Confirmation number</i>	Vehicle: 132150 ( 2013 SILVER D Location: Default Type: 7-pass minivan ext
🔍	07/02/2013 1:02:58 pm	Pick-up: <b>07/02/2013@01:03 PM</b> Return: <b>06/30/2023@09:00 AM</b> Duration: 3649 days 19 hours 57 minutes	<input checked="" type="checkbox"/> Request was approved <input checked="" type="checkbox"/> You are the requestor Driver: <a href="#">Barry Robertson</a>	<a href="#">114827</a> <i>Confirmation number</i>	Vehicle: 132588 ( 2013 BLUE FO Location: Default Type: 1/2-ton supercab 4x4
🔍	07/22/2013 1:18:57 pm	Pick-up: <b>07/22/2013@01:18 PM</b> Return: <b>07/29/2022@09:00 AM</b> Duration: 3293 days 19 hours 42 minutes	<input checked="" type="checkbox"/> Request was approved <input checked="" type="checkbox"/> You are the requestor Driver: <a href="#">Barry Robertson</a>	<a href="#">115130</a> <i>Confirmation number</i>	Vehicle: 132482 ( 2013 RED FOR Location: Default Type: Stake bed truck/lift
🔍	08/01/2013 2:48:33 pm	Pick-up: <b>08/01/2013@02:48 PM</b> Return: <b>08/30/2023@09:00 AM</b> Duration: 3680 days 18 hours 12 minutes	<input checked="" type="checkbox"/> Request was approved <input checked="" type="checkbox"/> You are the requestor Driver: <a href="#">Barry Robertson</a>	<a href="#">115349</a> <i>Confirmation number</i>	Vehicle: 132455 ( 2013 WHITE FO Location: Default Type: 3/4 ton cargo van
🔍	09/06/2013	Pick-up: <b>09/06/2013@10:41 AM</b>	<input checked="" type="checkbox"/> Request was approved	<a href="#">116073</a>	Vehicle: 142501 ( 2014 BLUE CHI

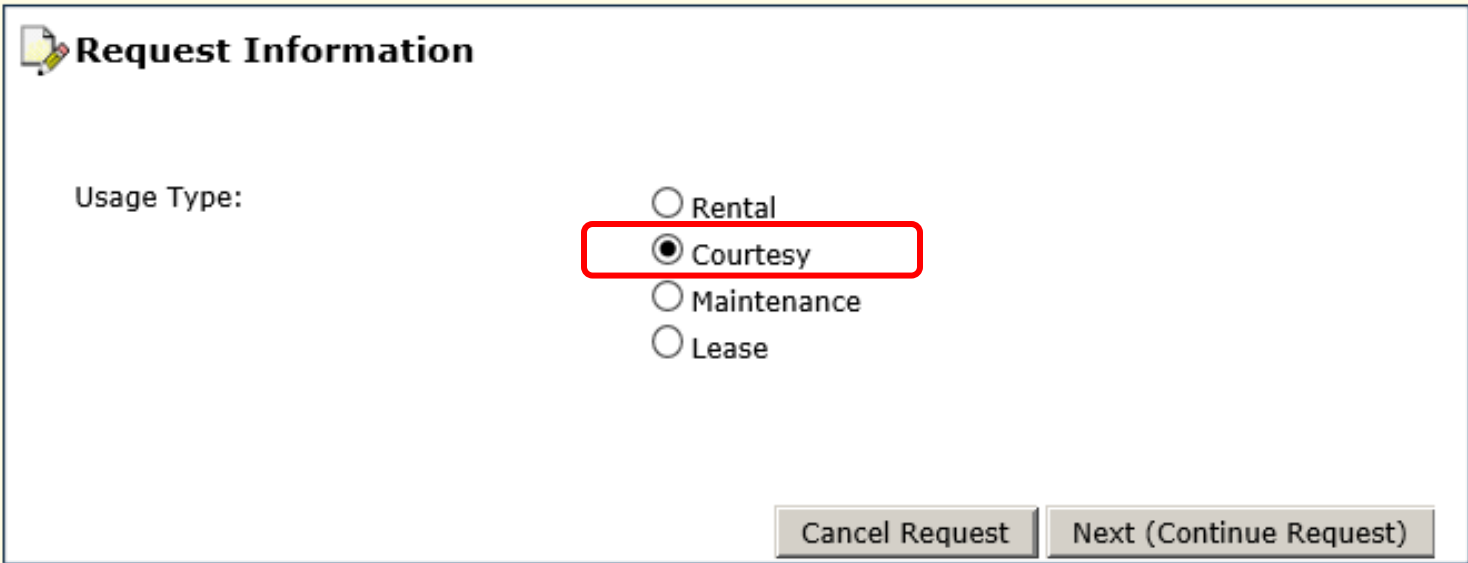
# REQUESTING A COURTESY VEHICLE


- Click “Make Reservation” to begin making a reservation.
- Select “This Request is for me”

The screenshot shows the 'Vehicle Reservation' web application. On the left is a blue navigation sidebar with a 'Vehicle Use' section containing 'Make Reservation' (highlighted with a red box), 'My Schedule', 'My Profile', and 'My Reports'. Below it is an 'Information' section with links for 'Instructions', 'Policies', 'Vehicles and Rates', 'Hours and Location', 'Contact Us', 'FAQs', 'Terms of Use', and 'Sign Up Now'. The main content area is titled 'Vehicle Reservation' and contains a 'Request Information' section. Under the heading 'Who is this request for?', there are two radio button options: 'This request is for me' (selected and highlighted with a red box) and 'This request is for' followed by a text input field and a 'Search' link. At the bottom right of the form are two buttons: 'Cancel Request' and 'Next (Continue Request)'.

# REQUESTING A COURTESY VEHICLE

- Select "Courtesy" as your usage type



 **Request Information**

Usage Type:

Rental

Courtesy

Maintenance

Lease

# REQUESTING A COURTESY VEHICLE

**Request was approved**  
**Request ID: R036859**  
**Confirmation number: 135663**

**Requestor Information**  
User ID / name:   
E-mail address:   
[Driver's user ID:](#)

**Schedule Information**  
Pick-up date / time: 06/01/2016 7:00 AM  
Return date / time: 06/01/2016 6:00 PM

**Selection Information**  
Usage Type:   
Site:   
Type:

**Additional Information**  
Department:   
\*Fund:   
\*Department ID:   
\*\*Program ID:   
PCBU:   
\*\*Project ID:   
Project Activity:   
Chart Field 1:   
Chart Field 2:   
Fin Empl ID (CF3):   
Cost Share:

Comments (for example, the description of any special vehicle requirements):

- Set pick up/drop off time
- Select vehicle type
- Enter billing information
- In comments section, enter vehicle # being brought in for service with an "R" in front as shown, along with any special requests
  - If you do not enter a vehicle number, this courtesy will be billed as a rental instead!



# CONFIRM COURTESY REQUEST

- Review information
- Select "Submit Request & Assign" to finish OR "Submit & Make Similar Request" to make an additional request

## Confirm Request

### Requestor Information

User ID / name: **helge205 / Melina Helgeson**  
E-mail address: **helge205@umn.edu**  
Driver's user ID: **helge205 / Melina Helgeson**


### Schedule Information

Pick-up date / time: **06/21/2016 07:00AM**  
Return date / time: **06/21/2016 06:00PM**  
Duration: **11 hours**

### Selection Information

Usage Type: **Courtesy**  
Site: **Minneapolis**  
Type: **Compact car**

### Additional Information

Department:  **ET SERVICES**  
\*Fund: **0**  
\*Department ID: **02**  
\*\*Program ID: **70**  
PCBU:  
\*\*Project ID:  
Project Activity:  
Chart Field 1:  
Chart Field 2:  
Fin Empl ID (CF3):

Cost Share:  
Comments:  
**R142173**

Previous (Change Request)

Cancel Request

Submit Request

Submit and Make Similar Request

Submit Request and Assign

# CONFIRMATION EMAIL

- You will receive a confirmation email with a 6-digit confirmation number to refer back to the reservation once a vehicle is assigned to you

Fleet and Transit Services: Reservation approved (Confirmation ID: 127554) Inbox x

**fleet@umn.edu**  
to me

Note: Please do not reply to this message. Call us at [612-625-3033](tel:612-625-3033) if you have questions.

We have approved your vehicle reservation request.

You may view and request changes to your schedule online at <https://motorpool.pts.umn.edu/MyScheduleBrowse>  
(If the link above spans more than one line, you may need to copy and paste it into your browser address bar.)

Requestor: Helgeson, Melina  
Driver: Helgeson, Melina  
Request date/time: 04/22/2015 12:58:13 pm  
Pick-up: 4/30/2015 7:00:00 AM  
Return: 4/30/2015 6:00:00 PM  
Duration: 11 hours  
Request ID: R028555  
Usage Type: Rental

Vehicle: 131036 (2013, TOYOTA, PRIUS, GRAY)  
Type: Compact car  
License Number: 940668

Dept: [REDACTED] FLEET SERVICES  
Fund: 1100 [REDACTED]  
Department: [REDACTED] 0132  
ProgramID: 20450  
Project ID:  
Chart Field 1:  
Chart Field 2:  
Fin Empl ID:

Comments: Prius Please

# QUESTIONS?

- Please contact Melina Helgeson with any questions
  - [helge205@umn.edu](mailto:helge205@umn.edu)
  - 612-625-8589