



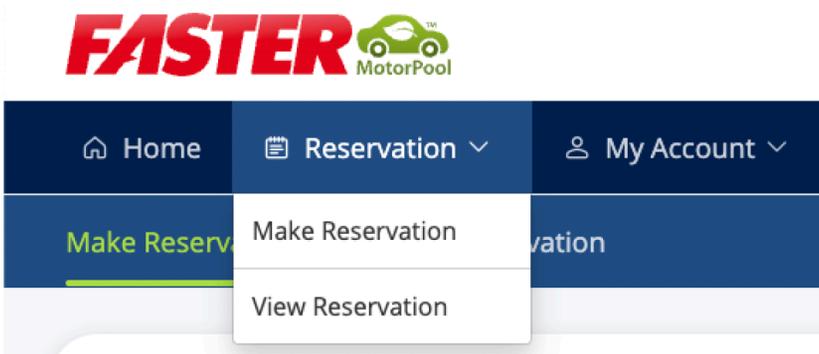
# How to Reserve a Vehicle with Faster MotorPool



## Make a Reservation

Go to the Faster MotorPool site and sign in with your Virginia Tech credentials.

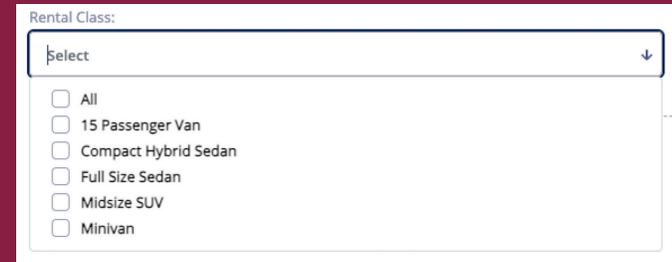
Click on: Reservations and choose "Make Reservation" from the dropdown menu:



## Rental Class

If you have a specific type of vehicle in mind, select a rental class here. If you leave this blank, the system will show all available vehicles for your dates.

Vehicle availability is based on scheduling and operational needs. Specific vehicle requests are not guaranteed.



## Pick-up and Return Date & Time

Choose your date and time for pickup and drop-off by clicking the calendar icon on the right side of each field

The image shows a reservation form with five steps. Step 1 is "Location Details". It has four fields: "Pick-up Location:" (Lot 26), "Return Location:" (Lot 26), "Pick-up Date & Time:" (MM/DD/YYYY HH:MM AM/PM), and "Return Date & Time:" (MM/DD/YYYY HH:MM AM/PM). There is a "Rental Class:" dropdown menu set to "Select". A "Next" button is at the bottom left.

All items marked with a red asterisk (\*) must be filled in.

The Pick-up and Return Location will default to the Virginia Tech Fleet Services and should remain set to this location.

The image shows a "Pick-up Date & Time:" field with a calendar icon. The calendar is open, showing "October 2024" and "November 2024". The date "22" is selected. The "Time" tab is active, showing a time selection interface.The image shows a time selection interface with "Date" and "Time" tabs. The "Time" tab is active, showing "04:00 PM". The "Hour" is 04, the "Minute" is 00, and the "AM/PM" is PM. There are "Cancel" and "Set" buttons at the bottom.

1. Click the Date tab and select your date from the calendar.
2. Click the Time tab and select your time.
3. Click "Set" to confirm your selection.
4. Repeat for the Return Date & Time.

## Adding Drivers and Passengers

After selecting your rental class, the system displays the vehicle type and the Estimated Rental Charge for the duration of your rental.

### Drivers

If you are the driver: No additional action is needed in this section.

If someone else will be driving:

1. Click "Add" under the Drivers section.
2. Search for the driver's name by typing, or select from the department checklist.
3. Check the box next to the driver's name.
4. You may uncheck yourself as the default driver if desired.
5. Click "Save" when finished.

Note: Drivers with expired licenses will not appear in the system.

## Passengers

To add passengers (people who will ride but not drive):

1. Click "Add" under the Passengers section.
2. Select the passenger's Department from the dropdown menu.
3. Select the passenger's name from the dropdown list.
4. Repeat to add multiple passengers as needed.
5. Click "Next" to continue.

Passengers

Add

Department

FM AVC (13900)

Select

Elisabeth Brown  
Gabrielle Jones  
Heather Barnhardt  
Jenny Washam  
Julie Griffin  
Kenyel Spaulding

Passenger Name is required.

## Department Billing Details

- Fleet Services requires a single department and account number for each reservation. Split billing is not permitted.
- Select the appropriate Account Number tied to that department from the dropdown list.
- The Share Percentage must remain at 100% for a single department and account. Do not add additional departments or adjust the percentage. Fleet Services requires a single 100.00% billing line for each reservation.
- After confirming that the department, account number, and 100% share are correct, click Next to continue.

Department Details

Add

Department	Account Number	Share Percentage (Sum of % share must be 100)	Estimated Amount Per Account
FM AVC (13900)	Select	100.00	\$170.40

Step 3 of 5  
Select Driver And Passenger

Drivers

Add

Driver Name

Sherry Ceallaigh

Passengers

Add

Department

No passengers found.

Previous Next

Select Driver

Driver Name:

Department:

Select

Make me the default driver

Select driver from the list

Select	Driver Name
<input checked="" type="checkbox"/>	Gabrielle Jones
<input type="checkbox"/>	Heather Barnhardt
<input type="checkbox"/>	Michael Lizotte
<input type="checkbox"/>	Shannon Caveny-Cox
<input type="checkbox"/>	Sonia Perez
<input type="checkbox"/>	Tammie Lyons

Drivers with driver number expired as on reservation return date are not available.

Save Cancel

## Additional Information & Comments

On the final screen before confirmation, you may add:  
Additional Comments or Information:

- Type any special instructions or notes about the trip.

Step 5 of 5

Additional Information

Destination

## Review Your Reservation Summary

On the right side of the screen is your Reservation Summary.

Click the + signs for each step to expand and view what you have entered.

## If all information is correct:

Click "Confirm Reservation" (bottom left).

If there are any issues:

Click "Previous" to go back and make corrections.

## Reservation Confirmation

After clicking "Confirm Reservation," you will be taken to the Reservation Summary Screen, which shows:

- Your Reservation Number
- Pickup and Return Date & Time
- Pickup and Return Location
- Reservation Status
- Customer Name and Email

## After Your Reservation is Confirmed

You can access your reservation at any time by going to "View Reservation" in the Faster MotorPool menu.

From this screen, you can:

- Modify your reservation details
- Cancel your reservation
- Duplicate your reservation (to make a similar reservation)
- Print or Export your reservation in Word, PDF, or Excel format

The screenshot shows the Faster MotorPool interface. At the top, there is a navigation bar with "Home", "Reservation" (with a dropdown arrow), and "My Account" (with a dropdown arrow). Below this is a secondary bar with "Make Reservation" and "View Reservation" (highlighted in green). The main content area shows "Reservation 9 | Requested". Below this are three buttons: "Modify" (green), "Cancel" (red), and "Duplicate" (green). A "Selected Details" section follows, containing a table of reservation information.

Selected Details		
Customer Name: Sherry Ceallalgh	Email Address: sceallal@charlotte.edu	Pick-up Location: Lot 26
Pick-up Date & Time: 10/22/2024 04:00 PM	Return Location: Lot 26	Return Date & Time: 10/29/2024 04:00 PM
Destination: -	Reservation Status: Requested	

Contact Fleet Services if you have questions about your reservation or need assistance using Faster MotorPool.



**FLEET SERVICES**  
VIRGINIA TECH.



Phone  
540-231-6141



Email  
fs@vt.edu



Address  
255 Sterrett Drive (0519)  
Blacksburg, Virginia 24061