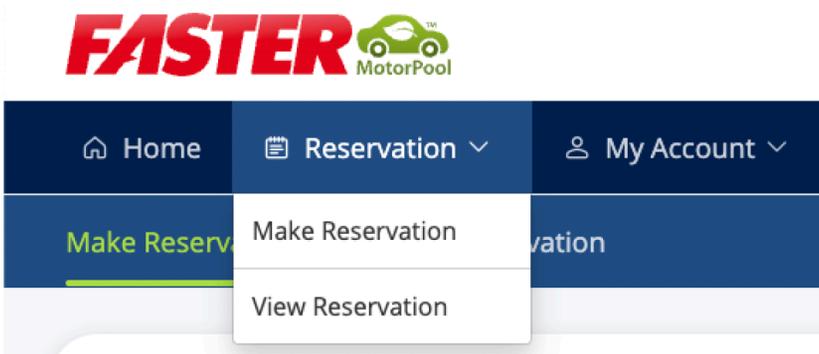# How to Reserve a Vehicle with Faster MotorPool

Make a Reservation

Go to the Faster MotorPool site and sign in with your Virginia Tech credentials.
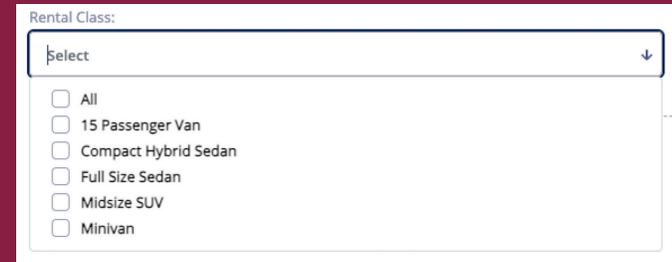
Click on: Reservations and choose "Make Reservation" from the dropdown menu:

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.

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

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.

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.

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

Home   Reservation ⌄   My Account ⌄

Make Reservation   View Reservation

Reservation 9 | Requested

✎ Modify   ⊗ Cancel   ⧉ Duplicate

Selected Details

Customer Name:	Email Address:	Pick-up Location:
Sherry Ceallaigh	sceallai@charlotte.edu	Lot 26
Pick-up Date & Time:	Return Location:	Return Date & Time:
10/22/2024 04:00 PM	Lot 26	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.

VT | FLEET SERVICES VIRGINIA TECH.

📞 Phone
540-231-6141

✉ Email
fs@vt.edu

📍 Address
**255 Sterrett Drive (0519)
Blacksburg, Virginia 24061**