

FLEET VEHICLE QUICK REFERENCE GUIDE

1. REQUESTING A FLEET VEHICLE

- Fleet Vehicles must be requested through a Workday Spend Authorization.
- When you create a Spend Authorization for a vehicle rental only, choose I:Fleet Vehicle Rental as the business purpose. This business purpose is only used for Employee Day Travel or to add an additional vehicle to a previously approved Spend Authorization.
- To request multiple vehicles, you will add an additional expense item for each vehicle by clicking the + button. A valid driving permit and I-number are required for each vehicle reservation.
- When your Spend Authorization is approved, Fleet Services will be notified of the vehicle request. You will receive an email confirming your request along with a list of missing or invalid information.
- Once your vehicle request is processed with Fleet Services, making changes to your reservation on the Spend Authorization will not communicate with Fleet Services.
- If you have a question about your reservation or need to make changes, call Fleet Services at 208-496-2500.

2. PICKING UP THE VEHICLE

- A driver's I-card is required to pick up the fleet vehicle at the University Operations Building, 470 Physical Plant Way, Room UO1-A.
- Swipe the driver's I-card on the key box, lift the latch, open the door, and remove the key that is lit up.
- Take a Travel Sheet from the magazine rack located on the left-hand side of the key box. Complete the form as indicated and record the vehicle's beginning mileage.
- Take a Vehicle Rental Parking Permit from the magazine rack located on the left-hand side of the key box. Please fill out the requested information and leave it *visible* on the dashboard of your personal vehicle. *If campus security cannot see or read the permit, you will be ticketed.*

3. RETURNING THE FLEET VEHICLE

- If you are assigned a car from Enterprise, please refuel prior to returning the vehicle. You will be charged more if Enterprise fills the vehicle. Fleet Services will fuel all campus owned vehicles.
- Remove all personal items and trash from the vehicle. Please turn off all interior lights, as it drains the battery on the vehicle.
- Complete the Travel Sheet with return time, date, and mileage. Note any damage, if applicable. Return the sheet by putting it in the drop box on the right of the key box.
- Swipe the driver's I-card on the key box, lift the latch, open the door, return the lockbox key to the appropriate lit slot, turning the key clockwise to ensure it is locked properly in the key box

4. RECONCILING

- Fleet Vehicles will **not** need to be reconciled in Workday, as they will be a direct bill to the Department. You will need to reconcile any fuel purchases you made with an Expense Report.