STEP 1: ENTER WEB ADDRESS INTO INTERNET BROWSER.

STEP 2: CLICK SIGN UP NOW!
STEP 3: FILL OUT FORM

STEP 4: SAVE REGISTRATION
Please Login

You have attempted to access a feature that requires you to login first and/or have Administrator privileges or your session has expired and you need to re-login.

STEP 5: LOG IN

WV Email: leigh.e.jackson@sw.gov
Password: **********

Forgot password?
STEP 6: ONCE ACCOUNT IS APPROVED YOU MAY MAKE YOUR RESERVATION!

Welcome

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.

FMD realizes this is a new process for ALL and asks that you keep a diligent eye for upcoming changes regarding your rental procedures. Please enjoy the site. We look forward to serving you through this new venue.

Please note your Temporary Parking Passes can be found under the license's plate number in the 'Documents' section to the left of your screen.

3 easy steps

Step 1 Submit Request
Step 2 Receive Confirmation
Step 3 Pick-up Vehicle

Our goal is to make the process of requesting reservations and checking or updating those requests as simple as possible. A basic overview of the Motor Pool's on-line vehicle reservation process is listed below. Just follow these three easy steps:

Step 1 Submit Request

First, complete and submit the online new request form. Your reservation request is given the status of 'Pending' and you are assigned a reservation request ID. You will receive an email notifying you of your reservation request.

Step 2 Receive Confirmation

Next, your reservation request will be processed by the Motor Pool staff. All attempts will be made to fulfill your reservation request. Most requests are responded to within 1 hour (during normal business hours). If the request can be fulfilled, then the reservation request is given the status of 'Approved'. You will receive an email notifying you of your reservation approval.

At any time, your schedule may be used to view the status of your reservation request(s) on-line. Additionally, you may cancel or request changes to your reservation request(s).

Notes: If your reservation request is 'Rejected' or 'Cancelled' then you will receive an explanation with your email response indicating the reason.

Step 3 Pick-up Vehicle

Finally, pick-up your vehicle at the requested location identified on your reservation confirmation. You should be sure to review our policies (if you are not familiar with them) and our current vehicles and rates. If you need any further assistance, please contact us by email, by phone (during normal business hours), or by fax.

After the vehicle is returned, please be sure to provide us with feedback on your experience with Motor Pool.
STEP 7: IF THIS IS NOT FOR YOU...USE SEARCH FOR DRIVER!
STEP 8: PLEASE SELECT USAGE TYPE
STEP 9: FILL IN FORM FOR REQUESTED DAY AND TIME.
STEP 10: VERIFY INFORMATION, SUBMIT REQUEST, AND ASSIGN.

HINT: YOU CAN MAKE A SIMILAR REQUEST IF YOU NEED MORE THAN ONE DATE.