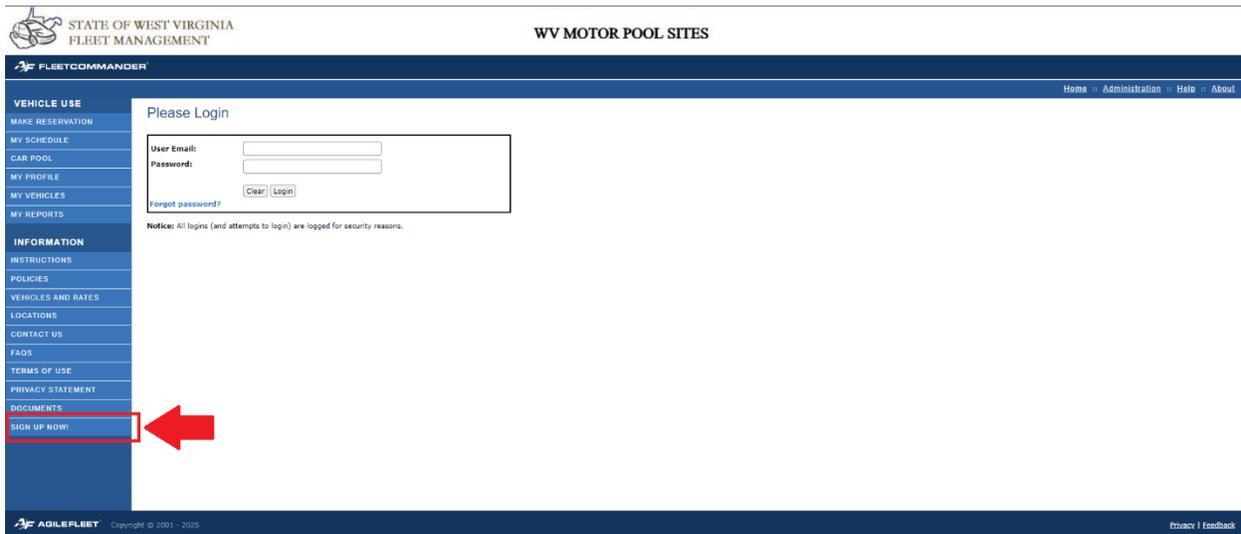


# Using FleetCommander

## 1. Sign Up

If you haven't created an account with our motor pool, click the link to [launch FleetCommander](#) and select "Sign Up Now!" at the bottom left of the screen.



Enter all required fields and select "save registration" at the bottom right of the screen. Ensure you are selecting "**Capitol Complex Motor Pool**" for the site you are registering for. Please note, after saving your registration, your registration request will need to be approved by Fleet Management before you can make a reservation.

## User Registration

The screenshot shows the 'User Registration' form. At the top right, it says '\* = required field'. The 'Site Information' section has a dropdown menu for '\*Site you are registering for:' with options: 'None Selected', 'None Selected', 'Capitol Complex Motor Pool', and 'West Liberty Motor Pool'. A red arrow points to the 'Capitol Complex Motor Pool' option. Below this, there is a note: 'You may have the opportunity done via the My Profile link. Request for additional permissions is'. The 'User Information' section includes fields for: '\*Last Name, \*First Name, \*Middle Name:', '\*User Email:', '\*Login Password:', and '\*Re-enter Password:'. Each field is represented by a text input box.

## 2. Submit Your Reservation Request

After logging in, select “Make Reservation” from the left-hand menu.

The screenshot shows the 'WV MOTOR POOL SITES' web application. On the left is a navigation menu with 'MAKE RESERVATION' highlighted in red and a red arrow pointing to it. The main content area includes a header for 'STATE OF WEST VIRGINIA FLEET MANAGEMENT' and 'WV MOTOR POOL SITES'. Below the header, there is a section for 'VEHICLE USE' with a sub-section for 'MAKE RESERVATION'. The main content area contains a description of the reservation program, a list of motor pool sites (Capitol Complex Motor Pool and West Liberty University), and a 'Step 1: Submit Request' section with a checklist and instructions. A 'Step 2: Receive Confirmation' section is also visible.

If the reservation is for you, his “Next (Continue Request)”. If you are making the reservation for someone else, search for and select the driver before continuing with your request.

### Request Information

Who is this request for?

This request is for me

This request is for  [Search for Driver](#)

Select daily or long-term rental and choose Capitol Complex Motor Pool for the site. Long-term rentals require approval from Fleet Management so it is best practice to contact our office and inquire about availability before submitting a long-term reservation request.

## Vehicle Reservation

### Request Information

**Daily Rental** - Up to 30 Days.

**Long Term Rental** - Greater than 30 Days. Approval Required.

Usage Type:

Daily Rental

Long Term Rental

Complete all required fields of the reservation request and continue request.

### Request Information

\* = required field

**NOTE:** Personal vehicles must be parked in the rental vehicle parking space with a parking pass visible. Select "Yes" for "Parking Pass Requested?" if you intend to park your personal vehicle in the rental spot.

**Requestor Information**

User Id / Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

\*Driver's User Id: \_\_\_\_\_ driver

**Schedule Information**

\*Pick-up Date / Time: (MM/DD/YYYY HH:MM AMPM) 05/21/2025 08:00 AM

\*Return Date / Time: (MM/DD/YYYY HH:MM AMPM) 05/21/2025 04:00 PM

**Selection Information**

Usage Type: Daily Rental

Site: Capitol Complex Motor Pool

Type:

Number of Occupants:  (driver and passengers)

**Additional Information**

\*Department/Agency:

\*Purpose of Trip:

\*Destination:

\*Parking Pass Requested?:

\*Emergency Contact:

\*Emergency Contact Phone #:

Comments (List any additional drivers or special vehicle requirements)  
press Shift+Enter to begin a new line

Confirm that all reservation details are correct and submit your request.

### Confirm Request

\* = required field

**Requestor Information**

User Id / Name: [REDACTED]  
E-mail address: [REDACTED]  
\*Driver's User Id: [REDACTED]

**Schedule Information**

\*Pick-up Date / Time: 05/20/2025 08:00 AM  
(MM/DD/YYYY HH:MM AMPM)  
\*Return Date / Time: 05/20/2025 04:00 PM  
(MM/DD/YYYY HH:MM AMPM)  
Duration: 8 hours

**Selection Information**

Usage Type: Daily Rental  
Site: Capitol Complex Motor Pool  
Type: (any type)  
Number of Occupants: 1 (driver and passengers)

**Additional Information**

\*Department/Agency: ADMN - FMD - 0216 - AD94  
Purpose of Trip: test  
Destination: test  
Parking Pass Requested?: Yes  
Emergency Contact: test  
Emergency Contact Phone #: test  
Comments: **(none)**

Auto-assign to a vehicle?       Ignore buffers?

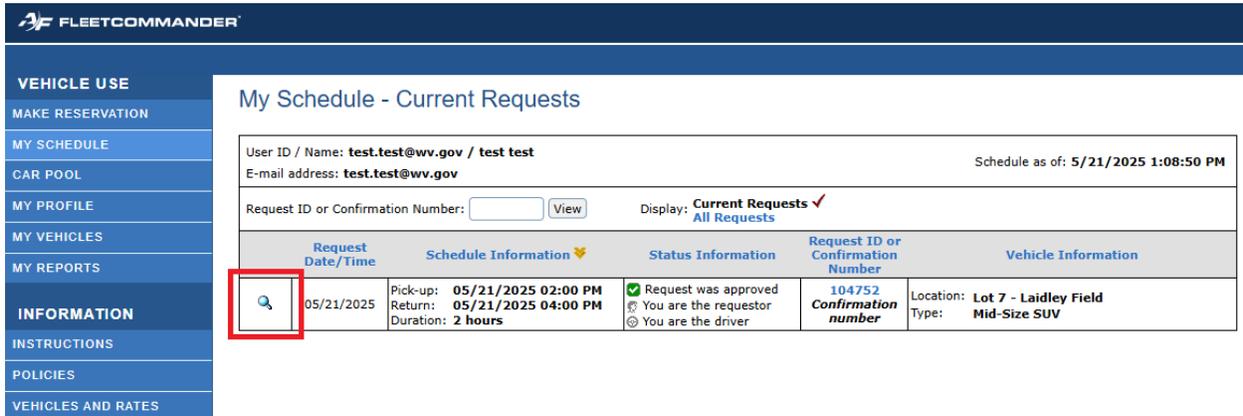
[Previous \(Change Request\)](#)   [Cancel Request](#)   [Submit Request](#)

If you selected to “auto-assign” a vehicle to your reservation, the system will choose a vehicle for you based on the vehicle type requested. Auto-assigned vehicles will occasionally be changed by Fleet Management due to availability, maintenance requirements, or simply offering you a newer, nicer vehicle than the one the system chose for you.

If the vehicle type you requested is not available (i.e., minivan, sedan, SUV, etc.), Fleet Management will work with you to find a vehicle that meets your needs whenever possible.

### 3. Manage Your Reservation

By selecting “My Schedule” from the lefthand menu, you can view all active and upcoming reservation requests. If you need to modify your request, such as pick-up or drop-off time, hit the magnifying glass to the left of your reservation.



**FLEETCOMMANDER**

**VEHICLE USE**

- MAKE RESERVATION
- MY SCHEDULE**
- CAR POOL
- MY PROFILE
- MY VEHICLES
- MY REPORTS

**INFORMATION**

- INSTRUCTIONS
- POLICIES
- VEHICLES AND RATES

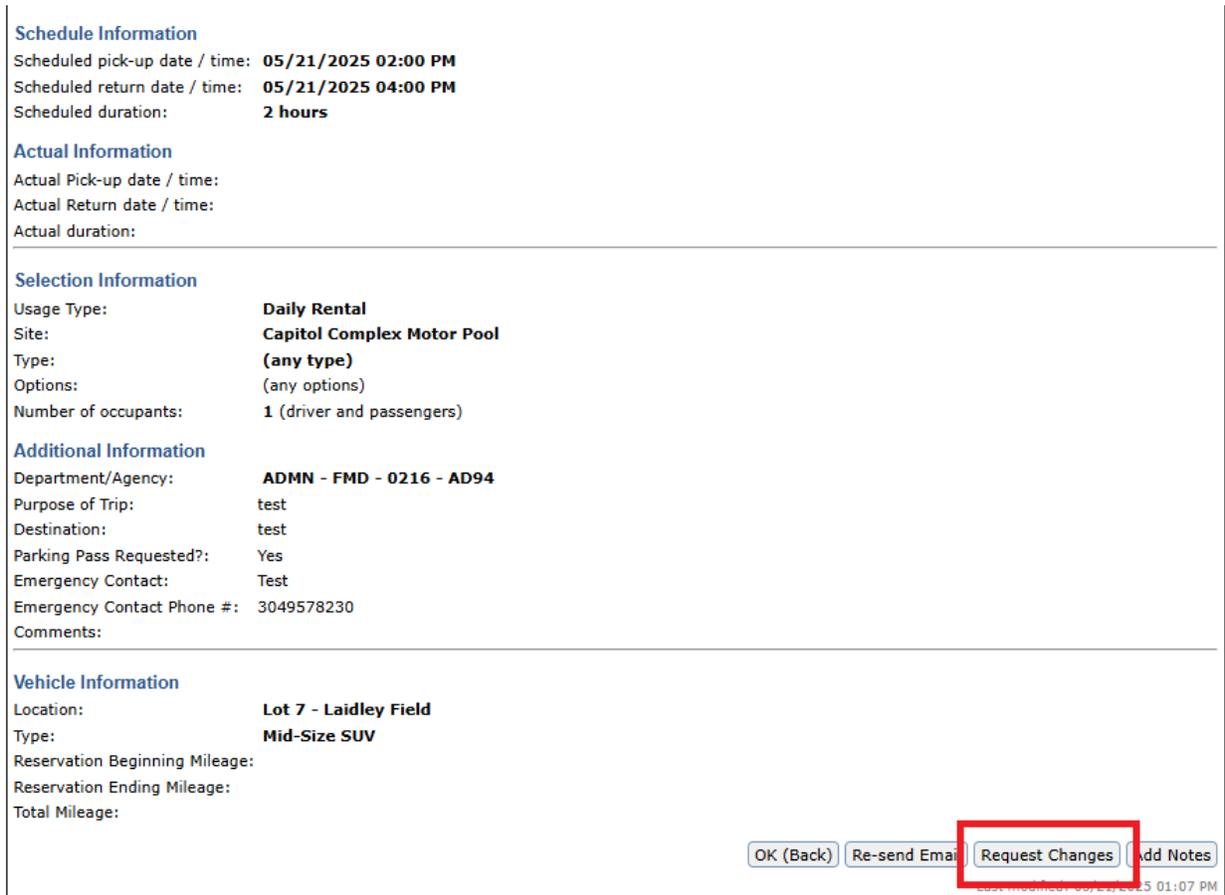
#### My Schedule - Current Requests

User ID / Name: **test.test@wv.gov / test test** Schedule as of: **5/21/2025 1:08:50 PM**  
E-mail address: **test.test@wv.gov**

Request ID or Confirmation Number:  View Display: **Current Requests** ✓  
**All Requests**

Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information
 05/21/2025	Pick-up: <b>05/21/2025 02:00 PM</b> Returns: <b>05/21/2025 04:00 PM</b> Duration: <b>2 hours</b>	✓ Request was approved 👤 You are the requestor 🚗 You are the driver	<b>104752</b> <i>Confirmation number</i>	Location: <b>Lot 7 - Laidley Field</b> Type: <b>Mid-Size SUV</b>

After opening your reservation request, select “Request Change” at the bottom right.



#### Schedule Information

Scheduled pick-up date / time: **05/21/2025 02:00 PM**  
Scheduled return date / time: **05/21/2025 04:00 PM**  
Scheduled duration: **2 hours**

#### Actual Information

Actual Pick-up date / time:  
Actual Return date / time:  
Actual duration:

#### Selection Information

Usage Type: **Daily Rental**  
Site: **Capitol Complex Motor Pool**  
Type: **(any type)**  
Options: **(any options)**  
Number of occupants: **1 (driver and passengers)**

#### Additional Information

Department/Agency: **ADMN - FMD - 0216 - AD94**  
Purpose of Trip: **test**  
Destination: **test**  
Parking Pass Requested?: **Yes**  
Emergency Contact: **Test**  
Emergency Contact Phone #: **3049578230**  
Comments:

#### Vehicle Information

Location: **Lot 7 - Laidley Field**  
Type: **Mid-Size SUV**  
Reservation Beginning Mileage:  
Reservation Ending Mileage:  
Total Mileage:

OK (Back) Re-send Email **Request Changes** Add Notes

Last Modified: 05/21/2025 01:07 PM

Enter any rental modifications in the text box and an email will be sent to Fleet Management to update your reservation request.

## My Schedule - Request Changes

Request date/time: 05/21/2025 01:07 PM

**✔ Request was approved**  
**Request ID: R005102**  
**Confirmation number: 104752**

**Reservation Information**  
Changes: (requestor/driver, schedule, selection, additional, or vehicle information)

Please change pick-up time to 3:00pm on 5/21

press Shift+Enter to begin a new line

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**\*If you need to cancel your reservation or need assistance with modifying your reservation, please contact the Fleet Management Office. If you need urgent assistance outside of regular business hours, please use our After Hours number.**

### **WV Fleet Management**

1 (855) 817-1910

fleet@wv.gov

### **After Hours #**

(304) 414-0058