

- [Sign Up Now](#)
- [Login to FleetCommander](#)
- [Make Reservation](#)
- [Request Change to Reservation](#)
- [Key Control](#)
- [Check Out Vehicle](#)
- [Check In Vehicle](#)
- [Grab & Go](#)

SIGN UP NOW



Sign Up Now For FleetCommander

To Register For An Account

If you do not have an account, please click on the **Sign Up Now!** link on the homepage and be presented with a profile registration form. It takes 2 to 3 minutes for the user to fill this out and submit the form. Once the form is submitted an email confirmation will be sent to your selected email address.

VEHICLE USE

MAKE RESERVATION

MY SCHEDULE

CAR POOL

MY PROFILE

MY VEHICLES

MY REPORTS

INFORMATION

INSTRUCTIONS

POLICIES

VEHICLES AND RATES

LOCATIONS

CONTACT US

FAQS

TERMS OF USE

PRIVACY STATEMENT

DOCUMENTS

SIGN UP NOW!

Site Information * = required field

*Site you are registering for:

You may have the opportunity to request permission for additional sites after you are approved for your primary site. Request for additional permissions is done via the My Profile link.

User Information

(*Last Name, *First Name, *Middle Name):

*User Email:

*Login Password:

*Re-enter Password:

Contact Information

Title:

*Department/Agency:

*Phone Preference:

*Business Phone: Ext:

Mobile Phone:

Preferred Email:

*Work Email:

Additional Information

*Supervisor Name:

*Supervisor Phone:

*Supervisor Email:

*License Expiration Date:

*License Issuing State/Province:

Any driving restrictions? Yes No

If restrictions, please explain:

Additional Information - Reservations

*Emergency Contact:

*Emergency Contact Phone #:

Use the space below to provide:

- 1) A description of your motor pool requirements.
- 2) Any unique requirements you may have (e.g. Always require cargo space, require wheelchair lift), and
- 3) Any other comments you may have for the motor pool staff.

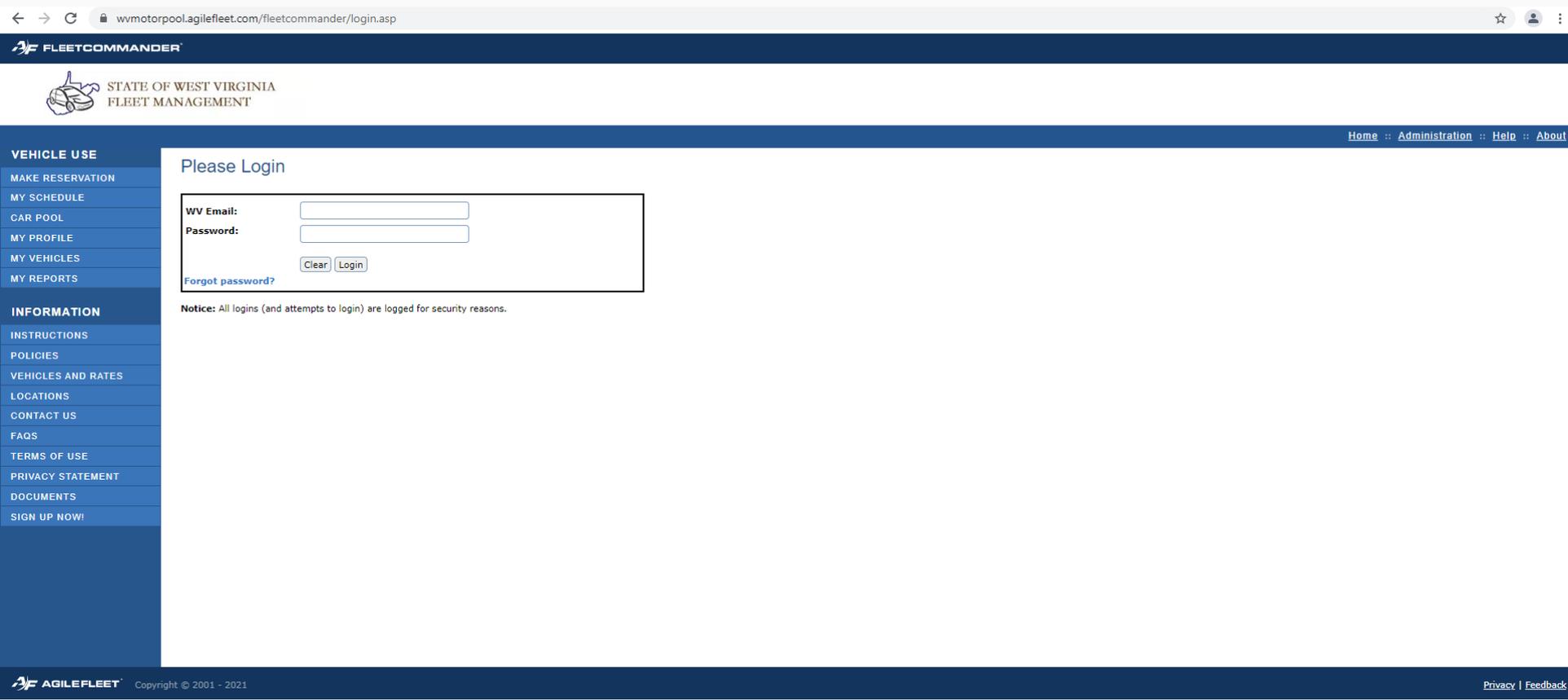
Comments:

Please enter the text you see in the picture into the text box before submitting your registration. 

Login to FleetCommander

Go to wvmotorpool.agilefleet.com

Enter username (state email address) and password



← → ↻ 🔒 wvmotorpool.agilefleet.com/fleetcommander/login.asp ☆ 👤 ⋮

FLEETCOMMANDER

 STATE OF WEST VIRGINIA
FLEET MANAGEMENT

Home :: Administration :: Help :: About

Please Login

WV Email:

Password:

[Forgot password?](#)

Notice: All logins (and attempts to login) are logged for security reasons.

VEHICLE USE

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

INFORMATION

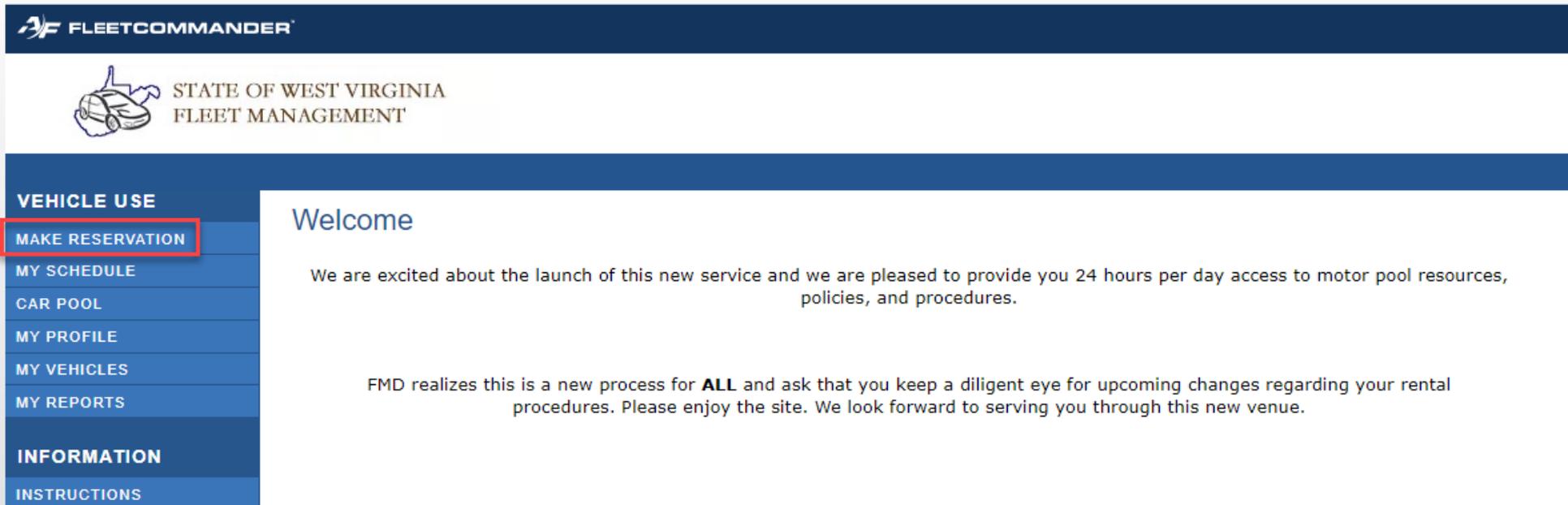
- INSTRUCTIONS
- POLICIES
- VEHICLES AND RATES
- LOCATIONS
- CONTACT US
- FAQS
- TERMS OF USE
- PRIVACY STATEMENT
- DOCUMENTS
- SIGN UP NOW!

AGILEFLEET Copyright © 2001 - 2021 [Privacy](#) | [Feedback](#)

Make a Reservation

MAKE A RESERVATION

Click on “Make Reservation”



The screenshot shows the Fleet Commander website interface. At the top left is the 'AF FLEETCOMMANDER' logo. Below it is the 'STATE OF WEST VIRGINIA FLEET MANAGEMENT' logo, which includes an icon of a car with a thumbs up. A dark blue navigation bar on the left contains the following menu items: 'VEHICLE USE', 'MAKE RESERVATION' (highlighted with a red border), 'MY SCHEDULE', 'CAR POOL', 'MY PROFILE', 'MY VEHICLES', 'MY REPORTS', 'INFORMATION', and 'INSTRUCTIONS'. The main content area has a 'Welcome' heading and two paragraphs of text. The first paragraph states: '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.' The second paragraph states: 'FMD realizes this is a new process for **ALL** and ask 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.'

MAKE A RESERVATION

Make a reservation for you or someone else.

Vehicle Reservation

Request Information

Who is this request for?

This request is for me

This request is for Search for Driver

Cancel Request Next (Continue Request)

Select Usage Type based on duration

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

Cancel Request

Next (Continue Request)

MAKE A RESERVATION

Vehicle Reservation - Start 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: [change driver](#)

Schedule Information

*Pick-up Date / Time: (MM/DD/YYYY HH:MM AMPM)

*Return Date / Time: (MM/DD/YYYY HH:MM AMPM)

Selection Information

Usage Type: **Daily Rental**

Site: **Capitol Complex Motorpool**

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

Complete all fields and select “Next (Continue Request)”

MAKE A RESERVATION

Vehicle Reservation - Finish Request

Confirm Request

* = required field

Requestor Information

User Id / Name:

E-mail address:

*Driver's User Id:

Schedule Information

*Pick-up Date / Time: **05/19/2021 08:00 AM**
(MM/DD/YYYY HH:MM AMPM)

*Return Date / Time: **05/19/2021 04:00 PM**
(MM/DD/YYYY HH:MM AMPM)

Duration: **8 hours**

Selection Information

Usage Type: **Daily Rental**

Site: **Capitol Complex Motorpool**

Type: **Mid-Size Sedan**

Number of Occupants: **1 (driver and passengers)**

Additional Information

Department/Agency: **ADMN - FMD - AD94 - FLEET MANG DIV - FLEET MGT DIV**

Purpose of Trip: **Training**

Destination: **Training**

Parking Pass Requested?: **Yes**

Emergency Contact: **000**

Emergency Contact Phone #: **000**

Comments: **(none)**

Select "Submit Request" or "Submit and Make Similar" to make a second reservation

Request a Change to a Reservation

REQUEST CHANGE TO A RESERVATION

To request changes to a reservation, go to “My Schedule” and click the magnifying glass next to the reservation. Another option is to cancel the reservation and recreate it.

My Schedule - Current Requests

User ID / Name:	<input type="text"/>	Schedule as of: 5/6/2021 5:11:34 PM		
E-mail address:	<input type="text"/>			
Request ID or Confirmation Number:	<input type="text"/> <input type="button" value="View"/>	Display: Current Requests ✓ All Requests		
Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information
 05/06/2021	Pick-up: 05/07/2021 08:00 AM Return: 05/07/2021 04:00 PM Duration: 8 hours	 Request is pending  You are the requestor  You are the driver	R000122 Request ID	<i>Unassigned</i>

REQUEST CHANGE TO A RESERVATION

Click the “Request Changes” button.

My Schedule - View Request

Reservation

Request date/time: 05/06/2021 05:11 PM

Request is pending
Request ID: R000122

Requestor Information
User ID / name:
E-mail address:

Driver Information
(requestor is driver)

Schedule Information
Scheduled pick-up date / time: **05/07/2021 08:00 AM**
Scheduled return date / time: **05/07/2021 04:00 PM**
Scheduled duration: **8 hours**

Site: Capitol Complex motorpool
Type: (any type)
Options: (any options)
Number of occupants: 1 (driver and passengers)

Additional Information
Department/Agency: ADMN - FMD - AD94 - FLEET MANG DIV - FLEET MGT DIV
Purpose of Trip: Training
Destination: Training
Parking Pass Requested: Yes

Vehicle Information
Vehicle: (unassigned)

OK (Back) **Request Changes** Cancel Request Add Notes

Last modified: 05/06/2021 05:11 PM

REQUEST CHANGE TO A RESERVATION

Add your message and click the “Submit Change Request” button.

My Schedule - Request Changes

Request date/time: 05/06/2021 05:11 PM

⚠ Request is pending
Request ID: R000122

Reservation Information

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

Can I extend by 2 hours?

press Shift+Enter to begin a new line

Submit Change Request

Cancel (Back)

Key Control

UPDATE!

Please use the Kiosk box located at Laidley Field on the corner of Elizabeth Street and Piedmont Road. For your convenience, all vehicles are now parked on the Laidley Field parking lot.



Check Out a Vehicle

CHECK OUT A VEHICLE

Welcome

Administration

Logout

Please select an option below to begin

Check Out Vehicle

Check In Vehicle

Grab & Go

Cancel Reservation

Policies

Logout

The FleetCommander interface is a touch-screen interface. recommend using your knuckle instead of your fingers

Click on the Check Out Vehicle button.

CHECK OUT A VEHICLE

Check Out

[Administration](#)[Home](#)[Logout](#)

Verify the information below and click "Check Out" to begin this reservation.

Reservation Information

Confirmation Number: 100526 Driver:
Schedule: 01/16/2018 09:10 AM - 01/16/2018 04:00 PM
Current Time: 01/16/2018 09:10 AM

Vehicle Information

Vehicle Name: Phelps Zephyr
Parking Space: (blank) Mileage: 15000
Description: 2006, Creme, Lincoln, Zephyr
Options: (blank)
Vehicle Condition: (blank)

License Number

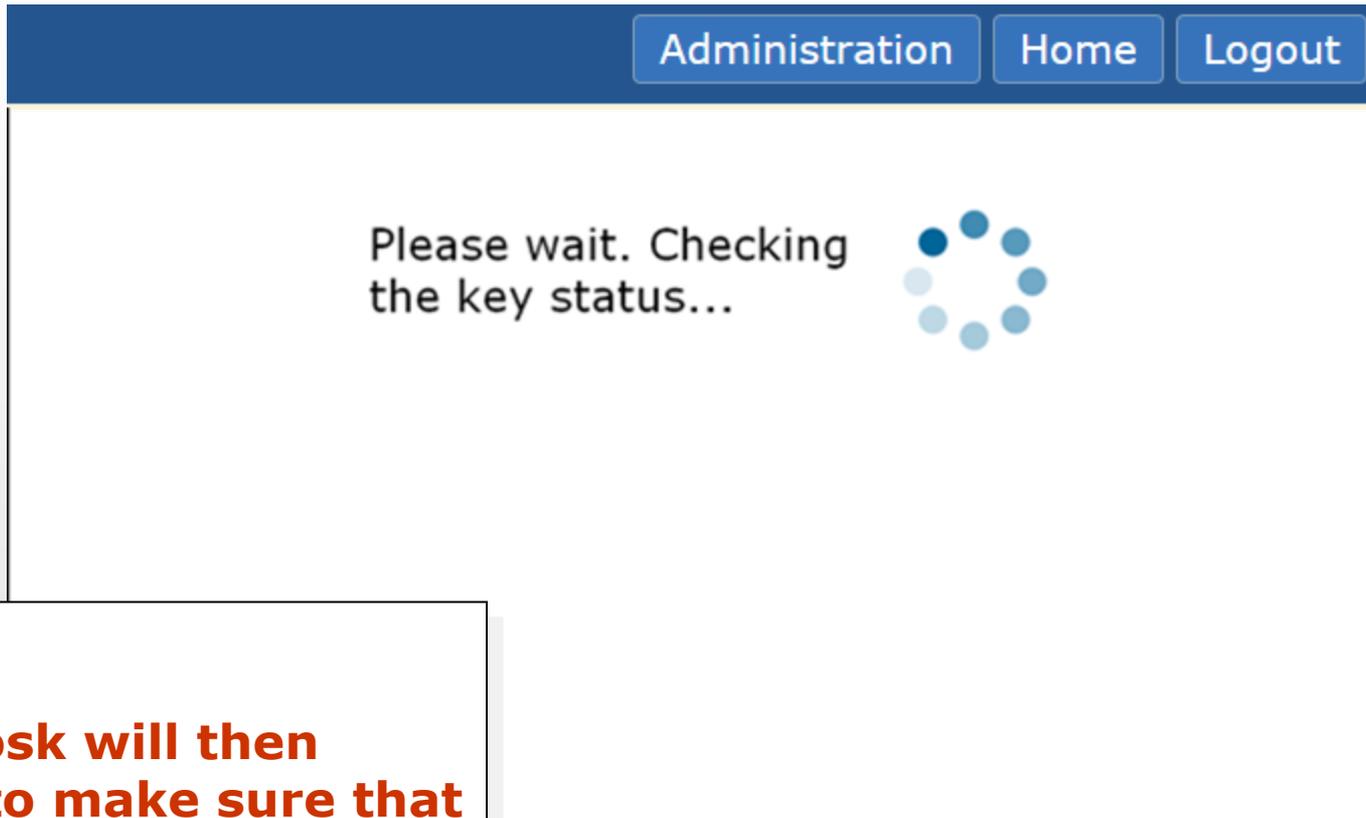


Fuel Out

[Cancel This Reservation](#)[Print Travel Sheet](#)[Check Out](#)

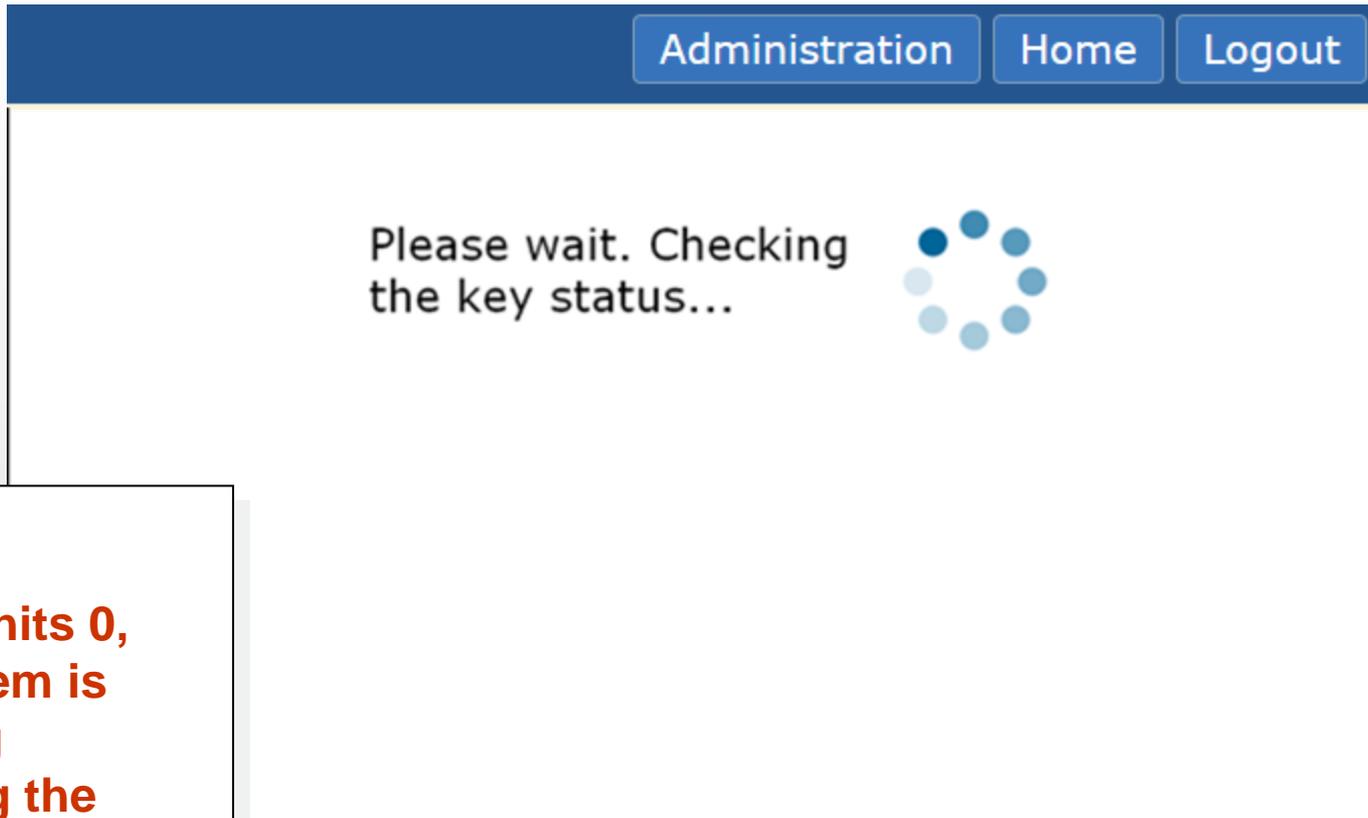
**Click on the
Check Out button.**

CHECK OUT A VEHICLE



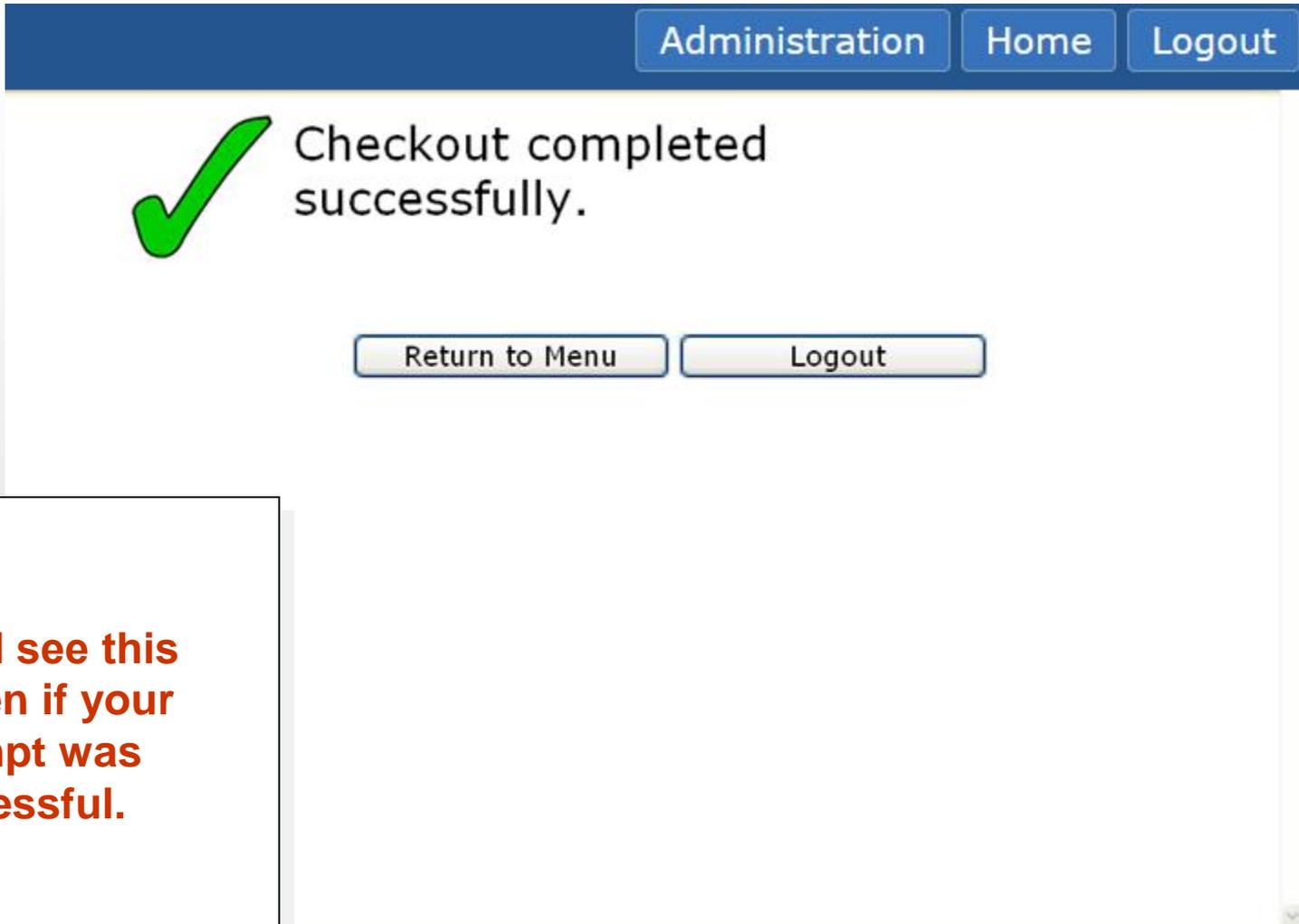
The kiosk will then check to make sure that key is present.

CHECK OUT A VEHICLE



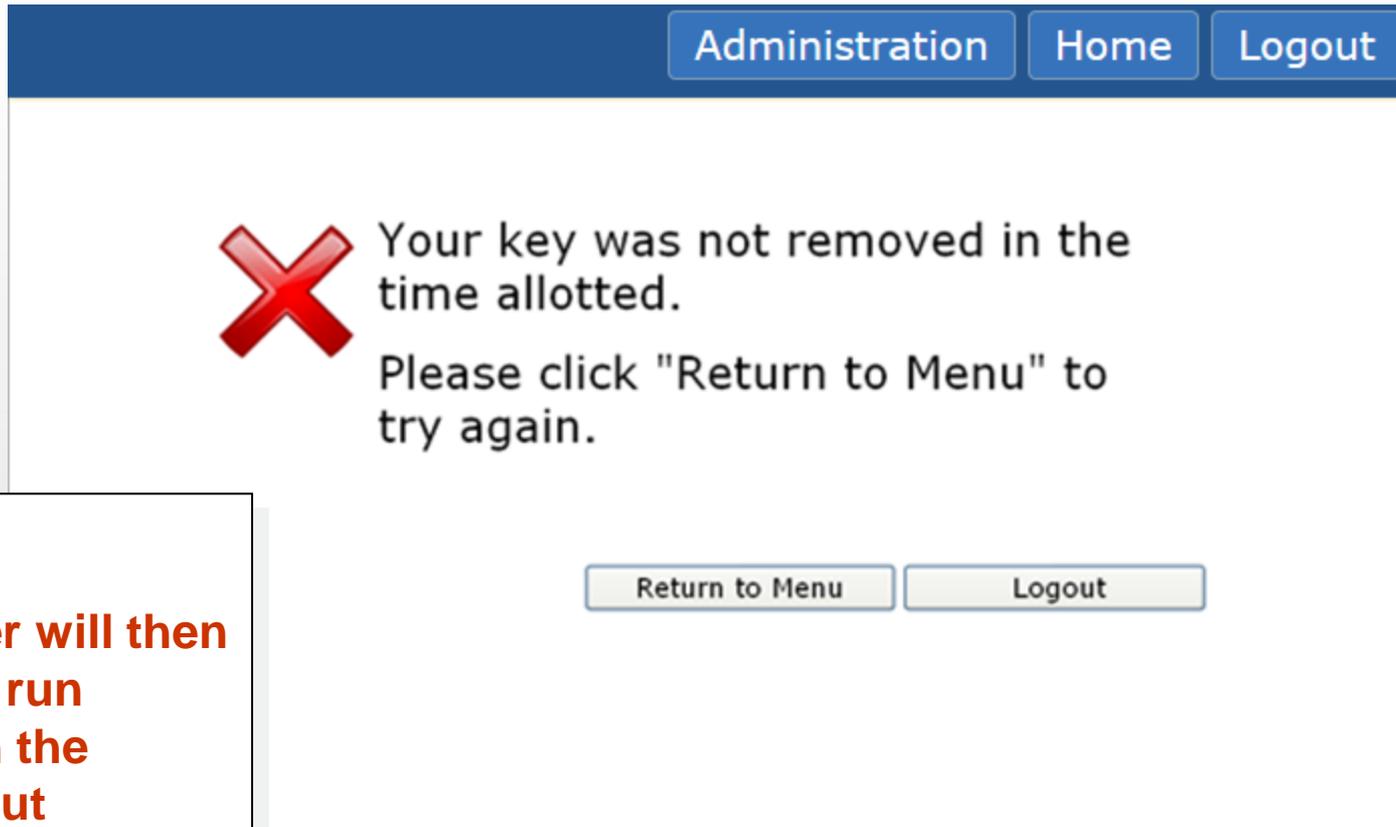
**When it hits 0,
the system is
finishing
checking the
status.**

CHECK OUT A VEHICLE



You'll see this screen if your attempt was successful.

CHECK OUT A VEHICLE



The screenshot shows a web application interface with a dark blue header containing three buttons: "Administration", "Home", and "Logout". The main content area is white and displays a red "X" icon followed by the text: "Your key was not removed in the time allotted. Please click 'Return to Menu' to try again." At the bottom of the content area, there are two buttons: "Return to Menu" and "Logout".

The user will then need to run through the check out process again

CHECK OUT A VEHICLE

Administration Home Logout

Reservation Information

Confirmation Number: 112752 Driver: WV State Employee

Schedule: 05/10/2011 11:00 AM - 05/10/2011 12:30 PM

Current Time: 05/10/2011 11:02 AM

 We're sorry! The vehicle assigned to your reservation is not available at this time.

There are other vehicles available for you to check out which match your reservation request.

Click "Check Out a Different Vehicle" to check out an available vehicle, or see an administrator for assistance.

Home **Check Out a Different Vehicle**

User will have the option to check out a different vehicle

CHECK OUT A VEHICLE

Administration Home Logout

Reservation Information

Confirmation Number: 112752 Driver: WV State Employee

Schedule: 05/10/2011 11:00 AM - 05/10/2011 12:30 PM

Current Time: 05/10/2011 11:02 AM

 We're sorry! The vehicle assigned to your reservation is not available at this time.

There are no other vehicles available for you to check out.

Please see an administrator for assistance.

Home

If no vehicles are available.... The user will need to wait, make a Grab-and-Go reservation or contact an admin

Check In a Vehicle

CHECK IN A VEHICLE

Welcome

Administration

Logout

Please select an option below to begin

Check Out Vehicle

Check In Vehicle

Grab & Go

Cancel Reservation

Policies

Logout

When returning your keys, click on the Check In Vehicle button.

CHECK IN A VEHICLE

Please Log In

Home

Welcome to FleetCommander. Please log in below.

Username:

Password:

Clear

Login

Notice: All logins (and attempts to login) are logged for security reasons.

**All users must
log in.**

**Use the keyboard
to enter your
username and
password.**

CHECK IN A VEHICLE

Check In

Administration

Home

Logout

Please select a vehicle to check in.

Conf #	Vehicle	Actual Start	Scheduled End	Comments
100526	2023 TUCSON	01/16/2018 09:10 AM	01/16/2018 04:00 PM	*Currently Checked Out

**You are
presented with
your reservation.**

**Click on the
button.**

CHECK IN A VEHICLE

Check In

Administration

Home

Logout

Complete the form below and click "Check In" to complete this reservation.

Reservation Information

Confirmation Number: 100526 Driver: WV State Employee
Schedule: 01/16/2018 09:10 AM - 01/16/2018 04:00 PM
Current Time: 01/16/2018 09:21 AM

Vehicle Information

Vehicle Name: Phelps Zephyr License Number: **854Hf3** Mileage Out: 15000
Fuel In: E | - - - - | F Mileage In: 15047
Description: 2006, Creme, Lincoln, Zephyr
Vehicle Condition: (blank)

Additional Information

Comments:

Home

Check In

Enter the fuel level and enter the 'Mileage In' from your vehicle.

Click on the Check In button.

CHECK IN A VEHICLE

Check In

Administ

Complete the form below and click "Check In" to complete this reservation.

Reservation Information

Confirmation Number: 100526 Driver: WV State Employee
Schedule: 01/16/2018 09:10 AM - 01/16/2018 04:00 PM
Current Time: 01/16/2018 09:21 AM

Vehicle Information

WV State Employee **854Hf3**
Vehicle Name: Phelps Zephyr License Number Mileage Out: 15000

Parking Space: Fuel In: E| - - - - | F Mileage In:

Description: 2006, Creme, Lincoln, Zephyr

Vehicle Condition: (blank)

Additional Information

Comments:

Home

Check In

As a users you will also have the option to enter and send comments to the administrator

CHECK IN A VEHICLE

Administration Home Logout

Please return your key now.

Your key #:5



Insert key and turn to the right (clockwise).

Time Remaining
17

A countdown starts.

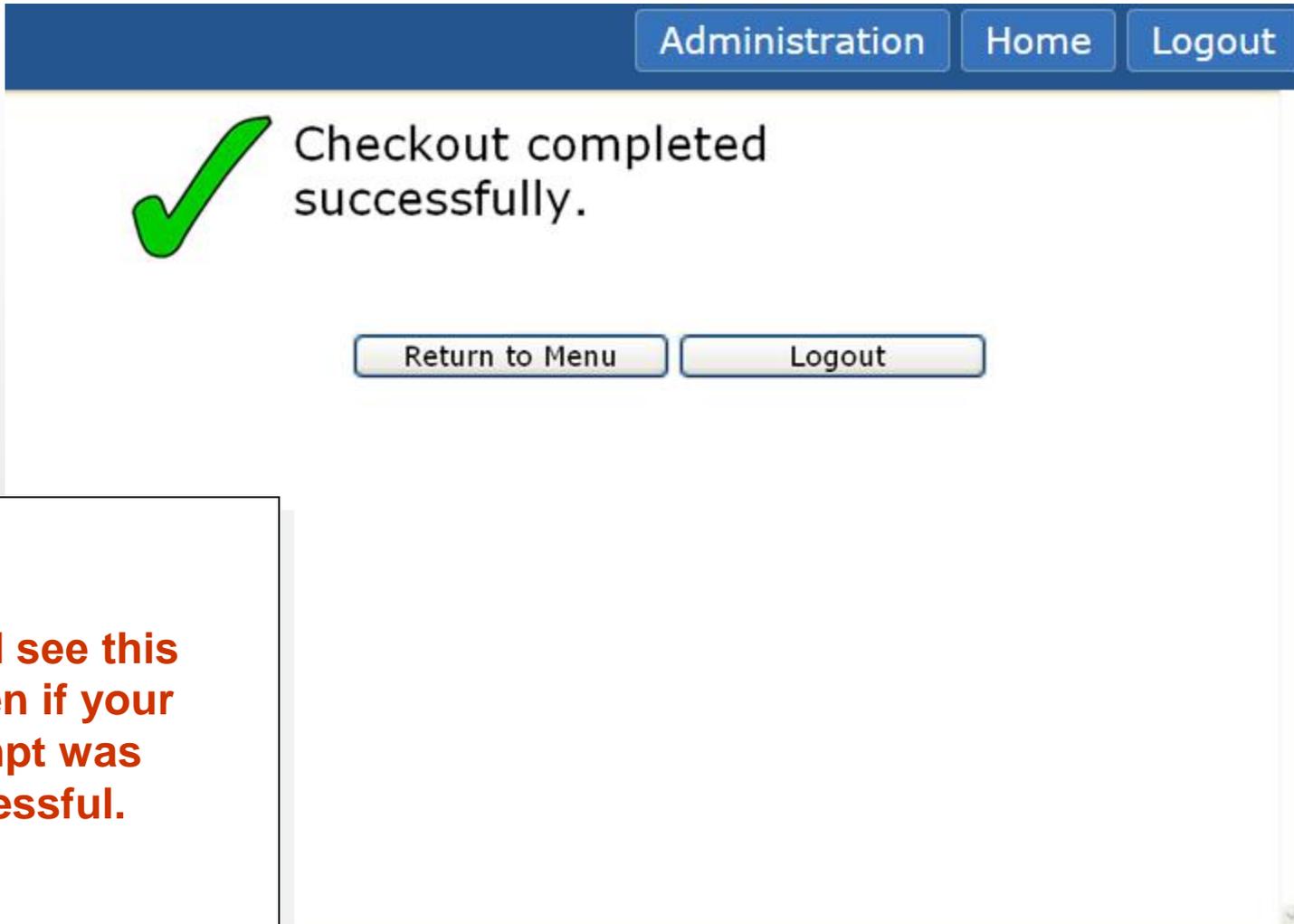
The light on the front of the key box lights up to indicate the door can be opened.

The light next to the correct key lights up. Insert your key.

You MUST turn the key in order to complete the return.



CHECK IN A VEHICLE



You'll see this screen if your attempt was successful.

CHECK IN A VEHICLE

Administration Home Logout

 Check in completed successfully.

Return to Menu Logout

Click on the Logout button to log out of the key system.

CHECK IN A VEHICLE

Administration

Home

Logout

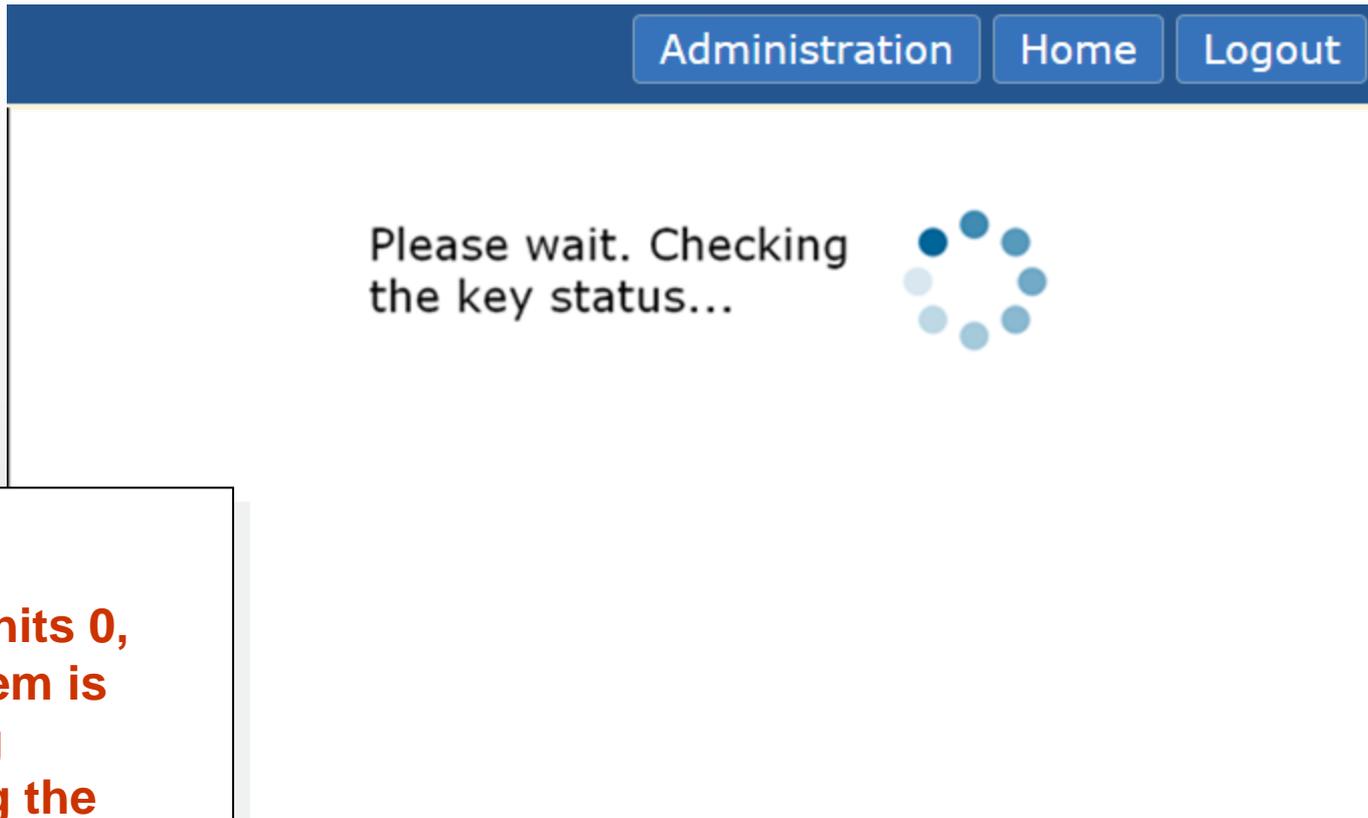
This is sample check in text



Please return
your key now.

**If you don't
remove the key,
the countdown
continues.**

CHECK IN A VEHICLE



**When it hits 0,
the system is
finishing
checking the
status.**

CHECK IN A VEHICLE

Administration Home Logout

 Key not returned in time allotted.
Click 'Return to Menu' to try again.

Return to Menu Logout

If the key is not returned, the system will ask you to try again.

Grab & Go

Welcome

Administration

Logout

Please select an option below to begin

Check Out Vehicle

Check In Vehicle

Grab & Go

Cancel Reservation

Policies

Logout

Grab & Go allows you to get a vehicle without having made a prior reservation.

This feature may not be turned on for all users.

Please Log In

Home

Welcome to FleetCommander. Please log in below.

Username:

WV State Employee

Password:

●●●●●●●●

Clear

Login

Notice: All logins (and attempts to login) are logged for security reasons.

**All users must
log in.**

**Use the keyboard
to enter your
username and
password.**

Please select a vehicle type.



[Home](#)

The user is presented with the vehicle types for which they are authorized.

Choose the vehicle type.

Provide the following information for your reservation and click "Continue" to select a vehicle.

Driver:

Vehicle Type: HYBRID

Departing: 10/19/2020 02:52 PM

Usage Type: Motor Pool

I am returning: at

Additional Information

Purpose of Trip:

Destination:

[Home](#)

[Back](#)

[Continue](#)

Select the return date and time.

Complete all required fields.

Check Out

[Administration](#)[Home](#)[Logout](#)

Verify the information below and click "Check Out" to begin this reservation.

Reservation Information

Confirmation Number: 100527 Driver:
Schedule: 01/16/2018 09:35 AM - 01/16/2018 05:00 PM
Current Time: 01/16/2018 09:41 AM

Vehicle Information

Vehicle Name: Phelps Zephyr
Parking Space: (blank) Mileage: 15241
Description: 2006, Creme, Lincoln, Zephyr
Options: (blank)
Vehicle Condition: (blank)

854Hf3

License Number



Fuel Out

[Home](#)[Cancel This Reservation](#)[Print Travel Sheet](#)[Check Out](#)

You are presented with your vehicle and reservation details.

Click on the Check Out button.

Administration

Home

Logout

This is sample check out text

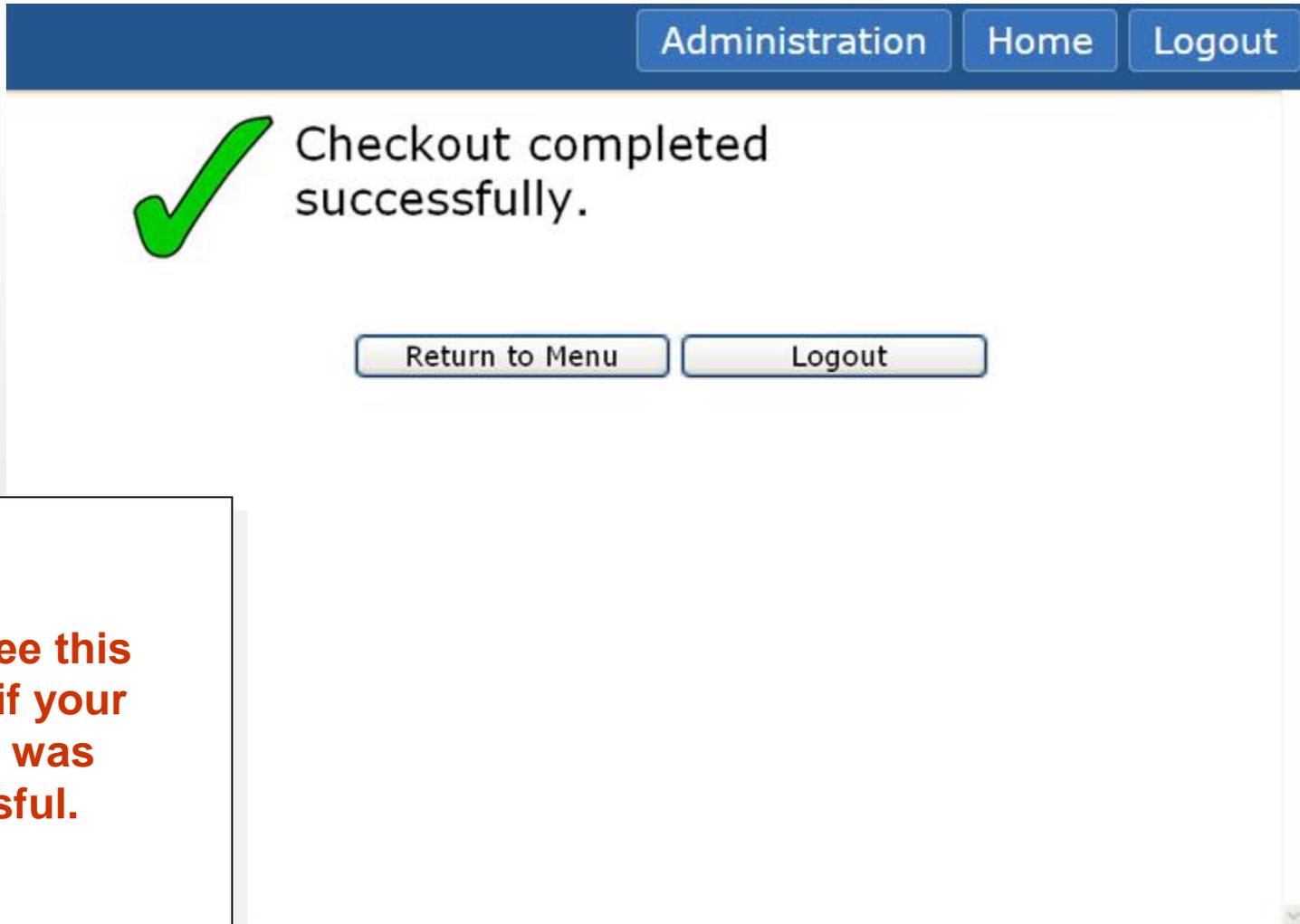


Please remove
your key now.

A countdown starts.

The light on the front of the key box lights up to indicate the door can be opened.

The light next to the key position lights up. Turn the key and remove it.



You'll see this screen if your attempt was successful.