

STEP 1: ENTER WEB ADDRESS INTO INTERNET BROWSER.



- 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!**

Please Login

WV Email:

Password:

[Forgot password?](#)

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

STEP 2: CLICK SIGN UP NOW!

- POLICIES
- VEHICLES AND RATES
- LOCATIONS
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*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:
(MM/DD/YYYY)
*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. 

STEP 3: FILL OUT FORM

STEP 4: SAVE REGISTRATION



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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.

WV Email:	<input type="text" value="leigh.a.jackson@wv.gov"/>
Password:	<input type="password" value="*****"/>
	<input type="button" value="Clear"/> <input type="button" value="Login"/>
Forgot password?	

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

STEP 5: LOG IN



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


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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 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.

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.



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 on-line [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, [my 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).

Note: 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.



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Vehicle Reservation

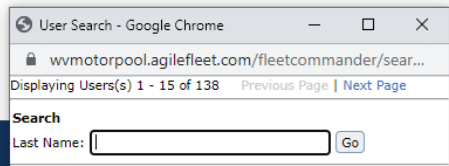
Request Information

Who is this request for?

This request is for me

This request is for Search for Driver

STEP 7: IF THIS IS NOT FOR YOU...USE SEARCH FOR DRIVER!





Vehicle Reservation

Request Information

Daily Rental - Up to 30 Days.

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

Usage Type: Daily Rental
 Maintenance
 Long Term Rental
 Courtesy

STEP 8: PLEASE SELECT USAGE TYPE

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: Leigh.A.Jackson@wv.gov / Leigh Jackson
E-mail address: Leigh.A.Jackson@wv.gov
*Driver's User Id: Leigh.A.Jackso (Leigh Jackson) change driver

Schedule Information

*Pick-up Date / Time: 01/31/2022 08:00 AM
*Return Date / Time: 01/31/2022 04:00 PM

Selection Information

Usage Type: Maintenance
Site: Capitol Complex Motorpool
Location: - Any Location -
Type: - Any Type -
Number of Occupants: 1 (driver and passengers)

Additional Information

Department/Agency: ADMN - FMD - AD94 - FLEET MANG DIV - FLEET MGT DIV - AD94
Account: AD94
Purpose of Trip:
Destination:

Comments (List any additional drivers or special vehicle requirements)

press Shift+Enter to begin a new line

Cancel Request Next (Continue Request)

STEP 9: FILL IN
FORM FOR
REQUESTED DAY
AND TIME.



Vehicle Reservation - Finish Request

Confirm Request * = required field

Requestor Information

User Id / Name: Leigh.A.Jackson@wv.gov / Leigh Jackson
 E-mail address: Leigh.A.Jackson@wv.gov
 *Driver's User Id: Leigh.A.Jackson@wv.gov / Leigh Jackson

Schedule Information

*Pick-up Date / Time: 01/31/2022 12:45 PM
 (MM/DD/YYYY HH:MM AMPM)
 *Return Date / Time: 01/31/2022 04:00 PM
 (MM/DD/YYYY HH:MM AMPM)
 Duration: 3 hours 15 minutes

Selection Information

Usage Type: Maintenance
 Site: Capitol Complex Motorpool
 Location: Lot 7 - Laidley Field
 Type: Mid-Size Sedan
 Number of Occupants: 1 (driver and passengers)

Additional Information

Department/Agency: ADMN - FMD - AD94 - FLEET MANG DIV - FLEET MGT DIV - AD94
 Account: AD94
 Purpose of Trip: Cleaning of vehilce
 Destination: Charleston, WV
 Comments: (none)

STEP 10: VERIFY INFORMATION, SUBMIT REQUEST, AND ASSIGN.

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