

Vehicle Booking System User Guide – Managed Pool Bookings

Managed Pool Bookings are used to request available fleet vehicles for business travel which is controlled and assigned in a centralised environment.

The electronic vehicle log book report can be produced for the purpose of monitoring vehicle utilisation. The booking request is prepared by either the driver or another person for the driver (PA or Admin Officer), however assignment of the vehicle is managed by a pool manager.

Once the trip has been undertaken, and the vehicle has been returned the driver enters the times, kilometres and business splits. This is also documented in the vehicle log book which is returned to the pool manager so that the vehicle can be returned for other staff members to use.

Note: Managed Pool Bookings can also be cancelled by a pool manager.

How to Request a Vehicle

1. Click on “**Book a Vehicle**”.



2. You are presented with two options, either to *request* the vehicle for yourself or to *request* on behalf of someone else. It is important that the actual driver of the vehicle is nominated at this point.

If you are not requesting the vehicle yourself as the primary driver then select “**I am requesting a vehicle for another person**”.

The person you nominate will receive emailed advice of the booking made on their behalf.

Note: Any traffic infringement notices will be the responsibility of the nominated driver of the vehicle.

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- You need to identify your location, by navigating through the drop down boxes of “Division”, “Area”, “Location”.

VEHICLE SELECTION
* - Fields with a red asterisk are required to complete this form.
? - For help, click the question mark icon located in each section.

Vehicle Selection

Vehicle Selection
Please fill in the selection criteria and then select a vehicle.

Driver: I am booking a vehicle for myself
 I am booking a vehicle for another person

Division: * NT Fleet - Hire Pool

Area: * Darwin

Location: * DWN SHORT TERM HIRE POOL

Batchelor Institute Areas
Alice Springs
Batchelor
Katherine
Gove
Tennant Creek

DWN SHORT TERM HIRE POOL is a Managed Vehicle Pool. You will need to create a Booking Request. A vehicle will be assigned to you by the pool management team depending on vehicle availability.

Please click **Submit** to continue with the booking request.

Submit Cancel

- Click “Submit” to continue with the booking request.

VEHICLE SELECTION
* - Fields with a red asterisk are required to complete this form.
? - For help, click the question mark icon located in each section.

Vehicle Selection

Vehicle Selection
Please fill in the selection criteria and then select a vehicle.

Driver: I am booking a vehicle for myself
 I am booking a vehicle for another person

Division: * Health and Families - Darwin

Area: * Darwin

Location: * <-- Select -->

BLDG 4 ROYAL DARWIN HOSPITAL
BLOCK 4 ROYAL DARWIN HOSPITAL
BORROLOOLA
CASUARINA COMMUNITY CARE CENTRE
CASUARINA PLAZA
CASUARINA PLAZA COMPOUND
CASUARINA PLAZA POOL
COWDY WARD CAR PARK
DALY RIVER
DARWIN DENTAL CLINIC
DWN NT FLEET DEPOT

Batchelor Institute Locations
Alice Springs Pool
Batchelor Pool
Batchelor Bus Pool
Community Pool Top End
Community Pool Central
Project Pool Top End
Project Pool Central

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Click “**Select**”

Click “**Contains**” to continue, enter the first or last three letters of your name

Click “**Go**” and your name will appear on the list.

Click “**Ok**” then your details will be added into the Driver Selection.

VEHICLE SELECTION

* - Fields with a red asterisk are required to complete this form.

? - For help, click the question mark icon located in each section.

Vehicle Selection ▾ Driver Selection ▾

Driver Selection

Please select the driver. ?

Name: *

Phone Number: *

Email Address: *

Cost Centre: *

ePASS code table services - Microsoft Internet Explorer ...

People

BAT Batchelor Institute of Indigenous-40

Starts with Contains

Too many entries, please refine your search

Not Applicable
Adamo, Caroline
Angell, Jodie
Arthur, Kevin
Austin, Tamara
Barnes, Debbie
Barnes, Pauline
Bartlett, Claire
Bat, Melodie
Berlin, Norelle
Bronnimann, Jurg
Chick, Elizabeth
Cochrane, Kathryn
Coller, Sarah
Cooper, Tarmara

You must enter your details, including your correct phone number/mobile and **cost code**. The email address must be spelt correctly to enable your confirmation of the assigned vehicle to be sent to you.

VEHICLE SELECTION

* - Fields with a red asterisk are required to complete this form.

? - For help, click the question mark icon located in each section.

Vehicle Selection ▾ Driver Selection ▾

Driver Selection

Please select the driver. ?

Name: *

Phone Number: *

Email Address: *

Cost Centre: *

5. Enter the booking dates and times that the vehicle is required. You must enter all the required information or the booking cannot be submitted.
6. Select “**Business**” as the purpose type unless travel is of a private nature.

The Australian Tax Office considers any travel to and from your home to your usual place of work to be “**Private Travel**”, and as such, this should be reflected in the “Purpose Type” as “**Private Travel**”. However, if you are on call or anticipate a possible mix of both “**Private**” and “**Business**” travel such as a callout or leaving to an alternate work destination from home, you should select the “**Business and Private**” option.

7. You will need to identify purpose and destination of your journey. Enter the number of passengers (other than the driver).
8. Click on “**Submit**” once all details are entered.

Business or Private Example

The screenshot shows a web browser window titled "Vehicle Booking System - TEST - Windows Internet Explorer". The address bar shows a URL from "http://finks.nt.gov.au/dcis/TestEnv/NTFLEET_VBS.nsf/mainFrameset?OpenFrameSet&Frame=frmBody&Src=%2Fdcis%2FT". The page content is titled "BOOKING REQUEST" and includes instructions: "* - Fields with a red asterisk are required to complete this form." and "? - For help, click the question mark icon located in each section." There are navigation tabs for "Booking Request", "People", and "Logs". The "Booking Request Details" section contains the following fields:

- Requested Date and Time: * 05/01/2012 12 00
- Expected Return Date and Time: * 05/01/2012 14 00
- Purpose Type: * Business Private travel Business and Private
- Business Purpose: * VBS Training
- Destination: * NTG House
- Number of passengers: * 0
- Special Requirements: Small 4 cyl will suffice

At the bottom right, there are "Submit" and "Cancel" buttons.

Business and Private Example will automatically appear when Booked Over Multiple Days

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The screenshot shows a web browser window titled 'Vehicle Booking System - TEST - Windows Internet Explorer'. The address bar shows a URL starting with 'http://finke.nt.gov.au/dcis/TestEnv/NTFLEET_VBS.nsf/mainFrameset?OpenFrameSet&Frame=frmBody&Src=%2Fdcis%2FT'. The page content includes a 'BOOKING REQUEST' section with a warning: '* - Fields with a red asterisk are required to complete this form. ? - For help, click the question mark icon located in each section.' Below this are tabs for 'Booking Request', 'People', and 'Logs'. The 'Booking Request Details' section contains the following fields and options:

- Requested Date and Time:** * 05/01/2012, 12:00
- Expected Return Date and Time:** * 06/01/2012, 08:00
- How many days will the vehicle be home garaged?** * 1
- Purpose Type:** Business Private travel Business and Private
- Business Purpose:** * On call for Cyclone Michael or Early start travel to Katherine
- Destination:** * Home or Katherine visit
- Number of passengers:** * 1
- Special Requirements:** Medium size sedan to carry boxes

At the bottom right of the form are 'Submit' and 'Cancel' buttons.

9. A window will open advising that your vehicle has been requested. If a vehicle is not available alternative transport will need to be organised.

10. Click on “OK” to complete booking.

The screenshot shows a confirmation message window titled 'BOOKING REQUEST - REQUESTED'. The message content is as follows:

Request Processed

Booking time: Wed 28/04/2010 2:00 pm to 3:00 pm

A vehicle has been requested.

PLEASE NOTE: Vehicle will be provided on a first come first served basis. If a vehicle is not available, alternate transportation will need to be organised.

Booking Requests that are not used within an hour of the booking start time are removed.

An 'OK' button is located at the bottom center of the message box.

A vehicle will be assigned to you by the pool management team on a first come first served basis when you arrive at the pool management office to pick up your vehicle or by contacting the Pool Manager.

HOME GARAGING REQUESTED

- Click on “REQUEST HOME GARAGING APPROVAL” to complete booking.

BOOKING REQUEST - REQUESTED

Request Processed

Booking time: Tue 30/06/2015 8:00 am to Wed 01/07/2015 5:00 pm Destination: Darwin

A vehicle has been requested.

Booking Requests that are not used within an hour of the booking start time are removed.

Request Home Garaging Approval

Complete information below, making sure you read the the Employee’s responsibilities then “CLICK” the I accept box, and submit.

HOME GARAGING APPROVAL REQUEST: TBA (DRAFT)

* - Fields with a red asterisk are required to complete this form.
 ? - For help, click the question mark icon located in each section.

Approval Request ▾ People ▾ Workflow ▾ Logs ▾

Details ▾ Vehicle ▾

Home Garaging Approval Request Details ?

Details of the Home Garaging Request.

Request Number: TBA

Date Requested: 29/06/2015

Driver Name: * Julie Ann Muirhead

Business Unit: *

Home Garaging Start Date: * 30/06/2015

Home Garaging End Date: * 01/07/2015

Full address at which the vehicle will be garaged: *

Reason for request: *

Or attach business case Business Case Document: Browse...

In making this home garaging request, I declare that I have read and accept the following:

- The declaration regarding reportable fringe benefits amount [Read](#) I accept
- Employee's responsibilities [Read](#)

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Click on “Approval”, complete the following details, using the Select Button as per instruction 4 to find your managers/approvers name.

HOME GARAGING APPROVAL REQUEST: TBA (READY FOR AUTHORISATION)

* - Fields with a red asterisk are required to complete this form.
? - For help, click the question mark icon located in each section.

Approval Request ▾ People ▾ Workflow ▾ Logs ▾

Home Garaging Approval Request Workflow ?

The next step is to send the Home Garaging Request to your supervisor for endorsement or skip to approval if supervisor authorisation not required.

Status: **Ready for Authorisation**

Please select (further) 'Endorsement' or 'Approval'.

Authorisation Type: * Endorsement Approval

The next step is to send the Home Garaging Request to the person who has the delegation to approve them. Please select your appropriate agency delegate. Choose the person by using the **Select** button.

Name: *

Phone Number: *

Email Address: *

Enter comments for to be sent to the approver. Then click the **Submit** button.

Your Approver will receive an email for your home garaging to be approved.

HOME GARAGING REQUEST 15-1397 FOR VEHICLE: TBA - APPROVAL REQUESTED

Request Processed

Request Number: 15-1397
Vehicle Rego: TBA

This Home Garaging Request has been assigned the number 15-1397.
The Home Garaging Request has been forwarded to Naomi Lee Bonson for Approval.