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.

3. You need to identify your location, by navigating through the drop down boxes of **"Division", "Area"," Location"**.

4. Click **"Submit"** to continue with the booking request.

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: * [   ] [Select]

Phone Number: * [   ]

Email Address: * [   ]

Cost Centre: * [   ]

ePASS code table services - Microsoft Internet Explorer ...

| **People** |

[BAT Batchelor Institute of Indigenous-40   ▼]

( ) Starts with (●) Contains [   ] [Go]

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

>

[OK] [Cancel]

[→ Submit] [✕ Cancel]

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: * [Julie Ann Muirhead   ] [Select]

Phone Number: * [0889397308   ]

Email Address: * [julie.muirhead@batchelor.edu.au]

Cost Centre: * [40-BI Cost code   ]

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

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

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.

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

11.   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

→ Submit

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

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