



February 17, 2017 CATS Meeting

# Fleet Services Motor Pool & Transportation Solutions

# Motor Pool



# Motor Pool Rental Options

**Daily, Weekly, and Monthly vehicle rental options available:**

Compact Sedan

Midsized Sedan

Minivans

Large SUV's

Pickup Trucks

16ft Box Truck

All rentals include credit card for fueling during trips. No out of pocket costs for travelers.

24 hour pickup and drop off options available.



# New In-State Rental Procedure

- No longer requires a Trip ID / TEM Number
- Department can still enter that information to tie the trip to TEM system
- Account number, sub account, object code, and project can all be recorded on each trip
- Costs for rental (insurance & fuel) will bill on a Service Billing document to the account entered
- Default object code (6080) will be used if none is entered



## Reporting Options

- Drivers (and arrangers) can view reports from FleetCommander.
- Detailed cost reports for closed rentals will be available one week after the rental is completed. Insurance and rental costs will be shown.
- In process of interfacing fuel charges to this system.



- Vehicle Use**
- ▶ Make Reservation
- ▶ My Schedule
- ▶ My Profile
- ▶ My Reports
- ▶ Car Pool
- Information** ⓘ
- ▶ Instructions
- ▶ Policies
- ▶ Vehicles and Rates
- ▶ Location
- ▶ Contact us
- ▶ FAQs
- ▶ Terms of Use
- ▶ Privacy Stmt
- ▶ Documents
- ▶ Sign Up Now!

# Welcome to the IU Fleet Services Motor Pool

## Renting a vehicle at IU

● Fleet Services is home to the IU Motor Pool, which provides rental vehicles for university transportation needs.

Several different types of vehicle are available for rental. If we don't have what you need. We will do our best to find it from our vendor partners.

## Who can rent a vehicle?

● Faculty, staff and temporary employees can rent our vehicles for university business purposes. Approved organizations can also rent vehicles, but there are separate procedures for student rentals.

- Vehicle Use**
- ▶ Make Reservation
- ▶ My Schedule
- ▶ My Profile
- ▶ My Reports
- ▶ Car Pool
- Information** ⓘ
- ▶ Instructions
- ▶ Policies
- ▶ Vehicles and Rates
- ▶ Location
- ▶ Contact us
- ▶ FAQs
- ▶ Terms of Use
- ▶ Privacy Stmt
- ▶ Documents
- ▶ Sign Up Now!

**My Schedule - Current Requests**

User ID / name: **amawilso / Wilson Amanda R**  
 E-mail address: **AMAWILSO@indiana.edu** Schedule as of: 2/14/2017 11:49:00 AM

Request ID or Confirmation number:   Display: **Current Requests** ✓  
**All Requests**

	<a href="#">Request Date/Time</a>	<a href="#">Schedule Information</a> ⌵	<a href="#">Status Information</a>	<a href="#">Request ID or Confirmation Number</a>	<a href="#">Vehicle Information</a>
🔍	01/30/2017 8:41:59 am	Pick-up: <b>01/09/2017@09:00 AM</b> Return: <b>03/31/2017@10:00 AM</b> Duration: <b>81 days 1 hour</b>	✔ Request was approved Requestor: <a href="#">Nicolas Ray Jon...</a> 👤 You are the driver	<a href="#">145607</a> <b>Confirmation number</b>	Vehicle: <b>027 - Pickup 4x4 ( 2008 White Ford F250 4WD Pickup w/ Topper)</b> Location: <b>Courtesy Vehicle</b> Type: <b>Courtesy Veh</b>

Drivers can see reservations and the status under My Schedule



- Vehicle Use
- Make Reservation
- My Schedule
- My Profile
- My Reports
- Car Pool

- Information ⓘ
- Instructions
- Policies
- Vehicles and Rates
- Location
- Contact us
- FAQs
- Terms of Use
- Privacy Stmt
- Documents
- Sign Up Now!

My Reports

- [Reservation Summary](#)
- [Reservation Details](#)
- [Completed Reservations](#)
- [Reservation Detailed Billing](#)
- [Late Return](#)

Reservation Summary - reservations for a given date range

Reservation Details – audit details for changes to reservation status

Completed Reservations – reservations that are finished

**Reservation Detailed Billing – Totals for rental and insurance**

(totals are complete after one week)

Late Return – Rentals not returned by reserved end time





# **Fleet Services Transportation Solutions**

# Campus Commute Shuttle

Shuttle service between Bloomington and IUPUI campus

Four trips per day Monday – Friday

Direct billed to departmental University account

[www.campuscommute.com](http://www.campuscommute.com)

**\$8.50 each way**

**CAMPUS**  **COMMUTE**

The better way to ride.



wifi  
onboard



easy access  
outlets



direct TV  
onboard



# Other Transportation Solutions

## 1. Department assigned vehicles

- Vehicles are leased with no upfront costs to departments
- Monthly lease payments plus insurance, fuel, and repairs are charged to departmental account
- Lease terms from 12 months and beyond as needed

## 2. Fueling and Repairs on departmental assigned vehicles

- 24 hour fueling available at Fleet Services Garage
- ASE “Blue Shield” certified repair facility



# Off Road Vehicle Registration

- Golf carts, utility vehicles, ATV's
- Register with Fleet Services at

<https://fleetservices.indiana.edu>



Providing safe, reliable, and cost effective vehicles for your university transportation needs...

Fleet Services  
Indiana University  
801 N Range Road  
Bloomington, IN 47408

Phone: 812-855-3300

Fax: 812-855-9352

Email: [motrpool@indiana.edu](mailto:motrpool@indiana.edu) [iufleet@indiana.edu](mailto:iufleet@indiana.edu)

Hours: 6 am – 10 pm  
Monday – Friday



**INDIANA UNIVERSITY BLOOMINGTON**  
FULFILLING *the* PROMISE