

1706 GD.01 Yale Car Sharing Revision Date: 12/12/2015

POST COMMENTS

Fleet Management enables departments and employees access to University vehicles from a computer or laptop. Coordinators can now monitor gas usage, schedule and oversee utilization of the vehicles, and track vehicle maintenance all in one record. The software is internet-based allowing users to access the information from any Windows-based computer with Internet Explorer as their browser. **If you have a Macintosh, you can access the tool as long as VMware fusion is installed on your computer.**

Before making a reservation [Driver Safety Training](#) should be completed and refer to [Yale Policy 1705 Guide](#). Read the full policy about safety rules that must be followed while using a University owned or rented vehicle.

Note: A valid US or Canadian Driver's license is required to operate a University vehicle.

Instructions for accessing the driver safety training:

- Training is provided through the Training Management System Website.
- Enter your Yale net id and password.
- Browse Courses and Forms by Course Owner: Yale Fleet Management-Click on Courses.
- Choose "Driver Safety Awareness". Follow instructions to request training.
- You will be sent a link to access the training through the vendor J.J. Keller within 24-36 hours.
- Complete the training and notify West Campus Administration to be activated in the reservation system.

Making a Reservation

- 1) To **login directly** to Fleet Focus, go to: <http://yaleportalstg.prod.acquia-sites.com/fleetfocus-login>.
- 2) **Enter** User ID (Yale NetID) and Password.
- 3) **Click** on the Reservations tab
- 4) **Click** Make New Reservation
- 5) Pick up location will be auto-populated; **choose Date and Time** for Pick-up and Return (Note: time is in Military Time)
- 6) **Choose** from Vehicles available
- 7) **Input Destination:** Business Meeting, Conference or Campus to Campus
- 8) **Input Reservation Note:** Enter the [Business purpose](#) (who, what, when, where and why). This should be a valid business purpose to support the use of the vehicle. **NOT** for personal use.
- 9) **Click** the Confirm button; Automatic pop-up box will occur to validate or cancel reservation Click **Ok**.
- 10) The reservation will be confirmed and confirmation information provided on screen and will be sent via email. **The confirmation number is needed to obtain the keys from the designated key box.**
- 11) Vehicle keys are located at the designated Key Box location in the West Campus Conference Center Flr 1.
- 12) **Enter** the confirmation number provided into the key box; Green light will appear; **lift lever** on box door and green light will be next to the key for the reserved vehicle.
- 13) **Turn the key to left to remove and re-secure the door.**

- 14) Use the same confirmation code to return the key to the box. **Enter code** as done initially.
- 15) **Replace the key box key into the designated slot and re-secure the door.**
- 16) Your reservation is now complete.

Using the Gas Card

- 1) Insert the Gas Card into the reader at the Gas station pump.
- 2) Input the odometer reading as prompted, round to the nearest whole number. *(If the odometer reads 500.7 miles; input 500)*
- 3) Next you will be prompted to input the PIN number.
- 4) Upon approval begin pumping gas.

Note: If PIN number is not correct, the message may say “see the cashier”. The Driver should not pay inside the station. Verify that the correct PIN was entered and begin the transaction over. If a problem continues contact Fleet Management at 203-432-2285 or 203-997-1105.

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