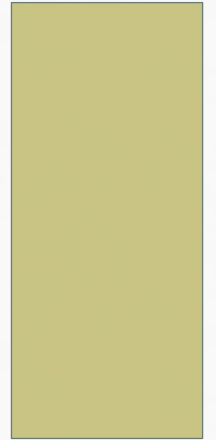


NEED A COURTESY VEHICLE?

FLEET SERVICES



FLEET BREAK DOWN

- If you need to bring in your leased vehicle for service, you may now reserve a courtesy vehicle
 - Request online
 - By phone at 5-3033
- Compact
- Mid-Size
- Full size
- Mini Utility
- Minivans
- Pick Ups
- Cargo Vans
- Sports Utility Vehicles
- Furniture Vans
- Stake Bed Truck

FLEET COMMANDER

- To make a reservation online, click the link below and log in with your U of M credentials
- <https://pts.umn.edu/fleet/rental.html>



UNIVERSITY OF MINNESOTA
Driven to Discover™

Search

Parking and Transportation Services

HOME

PARK

TRANSIT

BICYCLE

WALK

FLEET



FLEET

Twin Cities Campus Maps

Twin Cities Campus
Interactive Map

SERVICES

Vehicle Rental

Vehicle Leasing

Vehicle Purchasing

[Home](#) > [Fleet](#) > Vehicle Rental

Vehicle Rental

Need a vehicle for a short period of time? We can set you up with the vehicle that is right for your particular requirements.

[Rental Rates](#)

[Fuel Key](#)

MAKE A RESERVATION ONLINE
For assistance, call 612-625-3033.

Dispatch Hours (for picking up a rental vehicle):

6:30 am - 6:30 pm, Monday - Friday

7:00 am - Noon, Sunday

Rental Pick-up Customers! If a particular driver will not be present at the time of rental pick up, please provide Fleet Services with the following information before the rental vehicle will be released:

- Driver's Name/Date of Birth
- License State of Issue and Expiration

CUSTOMER VIEW

Left hand bar shows customer options to work with profile and reservations

Vehicle Use

- ▶ **Make Reservation**
- ▶ **My Schedule**
- ▶ **My Profile**
- ▶ **My Reports**

Information

- ▶ **Instructions**
- ▶ **Policies**
- ▶ **Vehicles and Rates**
- ▶ **Hours and Location**
- ▶ **Contact Us**
- ▶ **FAQs**
- ▶ **Terms of Use**
- ▶ **Sign Up Now**

Welcome

Welcome to Agile FleetCommander, the University's rental vehicle reservation system. Our system offers the following features:

- Create rental reservation requests online for yourself or for others
- View a schedule of your requests and reservations online at any time
- Create multiple reservation requests with a minimum of data entry by "cloning" an existing reservation
- Maintain a user profile that contains your EFS account string, so you do not need to re-enter it each time
- Receive email confirmations of reservations and changes
- Generate reports about your reservations

Please call the Fleet and Transit Services office at 612-625-3033 if you need assistance.

CUSTOMER VIEW

- View all past, present, future and pending reservations by clicking on "My Schedule"

My Schedule - Current Requests Logg

User ID / name: **helge205 / Helgeson Melina** Schedule as of: 4/8/2015 10:51:34
 E-mail address: **helge205@umn.edu**

Request ID or Confirmation number: Display: **Current Requests ✓**
[All Requests](#)

Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information
06/27/2013 2:30:32 pm	Pick-up: 06/27/2013@02:31 PM Return: 06/27/2023@09:00 AM Duration:3651 days 18 hours 29 minutes	✓ Request was approved You are the requestor Driver: Barry Robertson	114774 Confirmation number	Vehicle: 132791 (2013 MAROON Location: Default Type: GARBAGE TRUCK
06/28/2013 2:20:49 pm	Pick-up: 06/28/2013@02:20 PM Return: 06/26/2023@01:00 AM Duration:3649 days 10 hours 40 minutes	✓ Request was approved You are the requestor Driver: Barry Robertson	114785 Confirmation number	Vehicle: 132150 (2013 SILVER D Location: Default Type: 7-pass minivan ext
07/02/2013 1:02:58 pm	Pick-up: 07/02/2013@01:03 PM Return: 06/30/2023@09:00 AM Duration:3649 days 19 hours 57 minutes	✓ Request was approved You are the requestor Driver: Barry Robertson	114827 Confirmation number	Vehicle: 132588 (2013 BLUE FO Location: Default Type: 1/2-ton supercab 4x4
07/22/2013 1:18:57 pm	Pick-up: 07/22/2013@01:18 PM Return: 07/29/2022@09:00 AM Duration:3293 days 19 hours 42 minutes	✓ Request was approved You are the requestor Driver: Barry Robertson	115130 Confirmation number	Vehicle: 132482 (2013 RED FOR Location: Default Type: Stake bed truck/lift
08/01/2013 2:48:33 pm	Pick-up: 08/01/2013@02:48 PM Return: 08/30/2023@09:00 AM Duration:3680 days 18 hours 12 minutes	✓ Request was approved You are the requestor Driver: Barry Robertson	115349 Confirmation number	Vehicle: 132455 (2013 WHITE F Location: Default Type: 3/4 ton cargo van
09/06/2013	Pick-up: 09/06/2013@10:41 AM	✓ Request was approved	116073	Vehicle: 142501 (2014 BLUE CHI

REQUESTING A COURTESY VEHICLE

- Click “Make Reservation” to begin making a reservation
- Select “This Request is for me”

Vehicle Reservation

Request Information

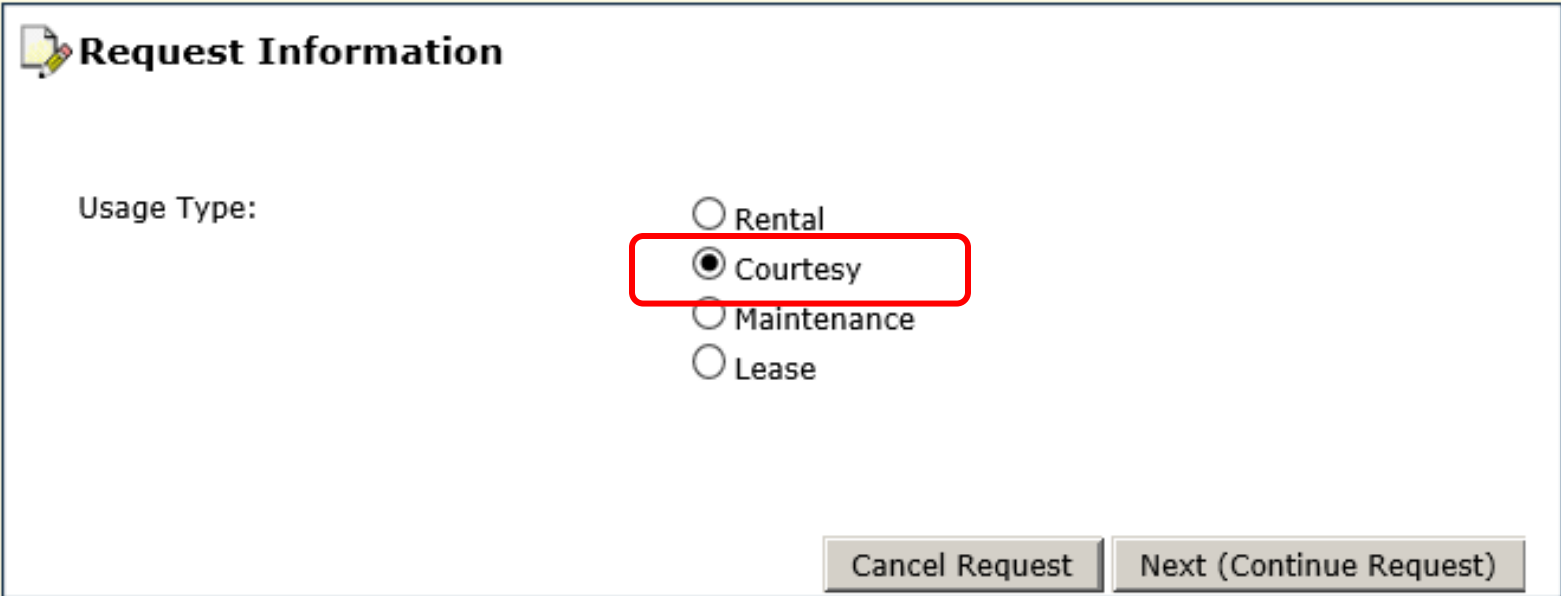
Who is this request for?

This request is for me

This request is for [Search](#)

REQUESTING A COURTESY VEHICLE

- Select Courtesy as your usage type



Request Information

Usage Type:

Rental

Courtesy

Maintenance

Lease

Cancel Request Next (Continue Request)

REQUESTING A COURTESY VEHICLE

✔ Request was approved
Request ID: R036859
Confirmation number: 135663

Requestor Information

User ID / name:
E-mail address:
[Driver's user ID:](#)

Schedule Information

Pick-up date / time:
Return date / time:

06/01/2016 7:00 AM
06/01/2016 6:00 PM

Selection Information

Usage Type:
Site:
Type:

Courtesy
Minneapolis
- Any Type -

Additional Information

Department:
*Fund:
*Department ID:
**Program ID:
PCBU:
**Project ID:
Project Activity:
Chart Field 1:
Chart Field 2:
Fin Empl ID (CF3):
Cost Share:

None Selected

Comments (for example, the description of any special vehicle requirements):
R142172

- Set Pick up/drop off time
- Select vehicle type
- Enter billing information
- In comments section enter vehicle # being brought in for service with an "R" in front as shown, along with any special requests
 - If you do not enter a vehicle number, this courtesy will be billed as a rental instead

CONFIRM COURTESY REQUEST

- Review information
- Select Submit Request & Assign or Submit & Make Similar Request to make an additional request

Confirm Request

Requestor Information

User ID / name: **helge205 / Melina Helgeson**
E-mail address: **helge205@umn.edu**
Driver's user ID: **helge205 / Melina Helgeson**

Schedule Information

Pick-up date / time: **06/21/2016 07:00AM**
Return date / time: **06/21/2016 06:00PM**
Duration: **11 hours**

Selection Information

Usage Type: **Courtesy**
Site: **Minneapolis**
Type: **Compact car**

Additional Information

Department: **FLEET SERVICES**

*Fund:

*Department ID:

**Program ID:

PCBU:

**Project ID:

Project Activity:

Chart Field 1:

Chart Field 2:

Fin Empl ID (CF3):

Cost Share:

Comments:

R142173

Previous (Change Request)

Cancel Request

Submit Request

Submit and Make Similar Request

Submit Request and Assign

CONFIRMATION EMAIL

- You will receive a confirmation email with a 6-digit confirmation number to refer back to reservation once we have assigned a vehicle to you

Fleet and Transit Services: Reservation approved (Confirmation ID: 127554) Inbox x

fleet@umn.edu
to me ▾

Note: Please do not reply to this message. Call us at [612-625-3033](tel:612-625-3033) if you have questions.

We have approved your vehicle reservation request.

You may view and request changes to your schedule online at [https://motorpool.pts.umn.edu/ MyScheduleBrowse](https://motorpool.pts.umn.edu/MyScheduleBrowse)

(If the link above spans more than one line, you may need to copy and paste it into your browser address bar.)

Requestor: Helgeson, Melina
Driver: Helgeson, Melina
Request date/time: 04/22/2015 12:58:13 pm
Pick-up: 4/30/2015 7:00:00 AM
Return: 4/30/2015 6:00:00 PM
Duration: 11 hours
Request ID: R028555
Usage Type: Rental

Vehicle: 131036 (2013, TOYOTA, PRIUS, GRAY)
Type: Compact car
License Number: 940668

Department: FLEET SERVICES
Fund: [REDACTED]
Department ID: 1 [REDACTED]
Program ID: [REDACTED]
Project ID:
Chart Field 1:
Chart Field 2:
Fin Empl ID:

Comments: Prius Please

QUESTIONS?

- Please contact Amber Benbow with any questions
 - petri142@umn.edu
 - 612-626-3320