

Ohio Department of Administrative Services
General Services Division

The Office of Fleet Management provides state agencies with comprehensive motor vehicle management services, including:

- Vehicle purchases;
- Vehicle leasing;
- Vehicle rental from Rhodes Tower motor pool; Fleet cards for fuel and maintenance;
- Compliance reporting; and
- Vehicle assignment authorizations.

Mission

The Office of Fleet Management is dedicated to providing innovative programs, education and support to state agencies to manage cost effective, safe and ecologically friendly fleets.

Office of Fleet Management
4200 Surface Road
Columbus, Ohio 43228

Ohio Department of Administrative Services

Motor Pool Rental Program – Rhodes Tower

Providing a Cost-Effective Option
to Meet the Daily Travel Needs
of State Employees

Vehicle Rental

Phone: 614.466.6884 or 614.466.6607
Email: DASFleet@das.ohio.gov

Hours: 7 a.m. to 4 p.m. weekdays

Arrangements may be made to pick up or drop off vehicle keys outside of office hours.

30 E. Broad St., Floor B1, Columbus, Ohio 43215

How to Obtain a Pool Vehicle



State employees may rent vehicles from the Rhodes Tower Motor Pool to travel on state business.

Benefits

- A variety of vehicles are available from compact sedans to passenger vans.
- Online reservations.
- The motor pool is conveniently located in the center of downtown Columbus. Vehicles are parked in the Rhodes Tower garage on Level B-3.
- Automated pick up and return system.
- State employees with early departure times may arrange to pick up their vehicles prior to departure.
- Vehicles are well maintained, clean, fueled and ready for your trip.
- Fleet card provided to pay for fuel and maintenance.
- 24/7 roadside assistance available. Services include towing, tire changes, jump starts, fuel and coolant delivery, and lockout services.
- Convenient billing directly to your agency.
- Insured through the Ohio Department of Administrative Services.

*Rental Rates

- Half day – \$15 plus 16 cents per mile
- Full day – \$30 plus 16 cents per mile

*Fiscal year 2014 rates. Rates are subject to change.

To Make a Reservation:

Go to: <http://das.ohio.gov/Divisions/GeneralServices/Fleet Management.aspx>.

New Operators

1. Request an Operator ID
 - a) Under [Forms](#), click on [Motor Pool Reservation System/Operator Account Set Up](#).
 - b) Follow the instructions on the form. After approval, you will be added to your agency's account as an approved operator and will be emailed an Operator ID.
2. Under [Services](#), click on [Motor Pool Reservation Portal](#).

Existing Operators

- Under [Services](#), click on [Motor Pool Reservation Portal](#).

To Pick Up Your Vehicle:

1. To pick up your vehicle keys, bring your Reservation Confirmation email to the Motor Pool Travel Portal located in the Rhodes Tower on Floor B1.
2. Touch the screen and select **Pickup**. At the prompt, enter the confirmation number.
3. Retrieve keys from the open door.
4. Proceed to Floor B3 to pick up your vehicle. Rental vehicles are parked in the spaces marked DAS Fleet.
5. Note: If you purchase fuel, please place the receipt in the envelope marked "Receipts" located in the glove box.

To Return Your Vehicle:

Return the vehicle to B3 and park in a space marked DAS Fleet.

1. Write down the odometer reading (no tenths).
2. Proceed to the Motor Pool Travel Portal where you picked up the keys.
3. Touch the screen and select **Return**.
4. Swipe the key tag and confirm that you want to return the vehicle. At the prompt, enter the ending odometer reading that you wrote down.
5. Place the keys in the open box and close the door.