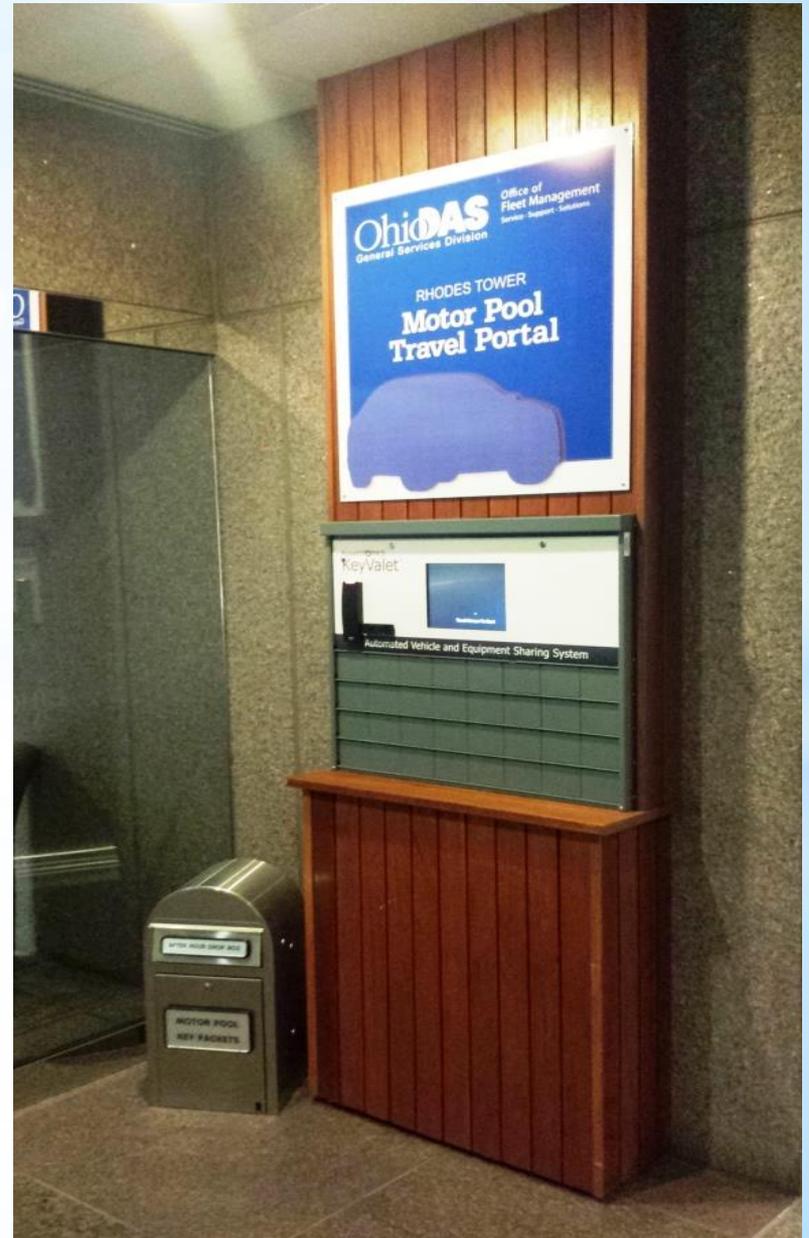


# \* Motor Pool Travel Portal

Using the automated  
vehicle dispatch center



The Motor Pool Travel Portal is an automated vehicle dispatch center where pool vehicle keys are picked up and returned using the portal touchscreen.

The Motor Pool Travel Portal is located on B1 of the Rhodes State Office Tower, across from the escalators, next to the Properties and Facilities office, along the north wall.

# Reservations

For current users of the Rhodes Tower Motor Pool, the process of reserving the vehicles has not changed; see the next slide for important info. Below is the Reservation Portal link:

<https://fleet.das.ohio.gov/fawebprod/fareservationsportal/ReservationLogin.aspx>

## **New Users**

Download the Motor Pool Reservation Portal Enrollment form:

[http://www.das.ohio.gov/Portals/0/DASDivisions/GeneralServices/AM/pdf/DAS\\_GSD\\_FM\\_MotorPool\\_ID\\_Request.pdf](http://www.das.ohio.gov/Portals/0/DASDivisions/GeneralServices/AM/pdf/DAS_GSD_FM_MotorPool_ID_Request.pdf)

Email the completed form to [DASFleet@das.ohio.gov](mailto:DASFleet@das.ohio.gov) with subject line “Motor Pool Operator ID Request”.

# Reservation Notes

When creating a new reservation, the pickup and return times should be as accurate as possible.

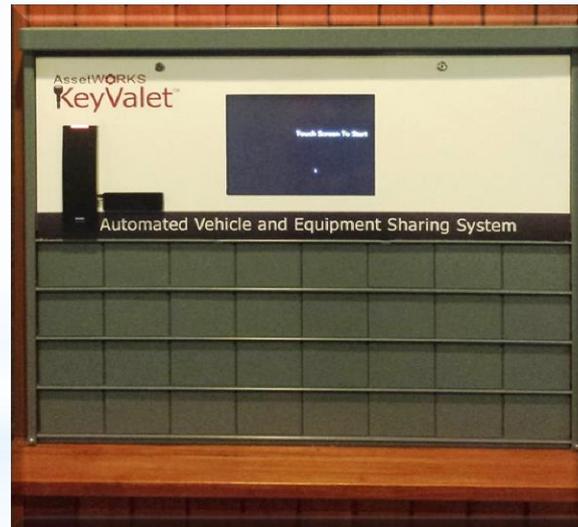
- Keys may be picked up 15 minutes prior and 30 minutes after the reservation pick up time. Keys not picked up within this time period will no longer be available.

Please call the Rhodes Tower Motor Pool Coordinator at 614-466-6884 to extend your reservation. Vehicles not returned on time may affect future reservations.

Bring the confirmation email to the Motor Pool Travel Portal during pick up. The confirmation code listed in the email is required in order to pick up the keys.

# Key Pick Up

- Touch the screen to begin, select Pick Up.
- Enter the confirmation code obtained from the confirmation email.



# Key Pick Up Cont'd

- The key door will open; take the keys, fleet card and close the door.



Vehicles are located on B3 of parking garage. The parking spaces are designated as DAS Fleet. For current users, the location of the pool vehicles and parking has not changed.

# Vehicle Operation

- Place all Voyager fleet card receipts in the receipt envelope inside the glove box.
- Also inside the glove box is the vehicle packet which contains emergency contact phone numbers, a map, and accident reporting procedures.
- Report items needing attention using the Comment Card located in console of the vehicle.
- When returning the vehicle park on B3 in a designated DAS Fleet parking space.

A Comment Card is located in the console of the vehicle to record the odometer. The odometer is required in order to return the vehicle.

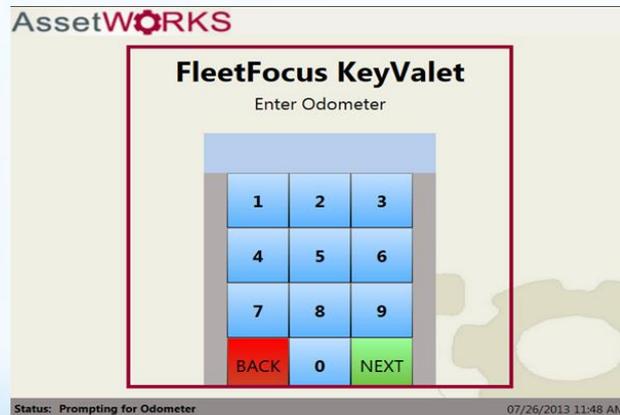
# Return Keys

- At the Motor Pool Travel Portal, touch the screen to begin.
- Select Return, and touch the portal tag located on the key ring to scanner B.



# Return Keys

- Confirm you would like to return the vehicle.
- Enter the odometer (no tenths) when prompted, then Next.



- Place the keys in the open door and close.



# Questions

Contact the Rhodes Tower Motor Pool Coordinator at  
614-466-6884.