



Web Motor Pool Reservation Instructions

Navigating to the Login Page

There are two methods for Navigating to the Motor Pool Reservation Portal.

Method 1

Go to the Office of Fleet Management Website:

<http://das.ohio.gov/Divisions/GeneralServices/FleetManagement.asp>

And click on the Motor Pool Reservation link under Quick Links

Method 2

Using an internet browser paste the following address in to the address bar:

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

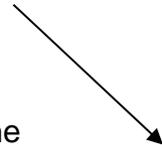
GENERAL CONTACT

Office of Fleet Management
J. Darryl Syler, Administrator
4200 Surface Road
Columbus, Ohio 43228
Phone: 614-466-6607
Toll Free: 800-686-1521
Fax: 614-752-8883

[Driving directions](#)

QUICK LINKS

[National Association of Fleet Administrators](#)
[Motor Pool Reservation Portal](#)



Log In using the Operator / User ID and click Login

- Login to Reservations Portal _____

Operator ID

Updating Your Personal Information

Your information will be displayed. For changes to contact information and license expiration date send an email to DASFleet@das.state.oh.us with the "Subject" line "Motor Pool User Update"

GMT-4

My Info

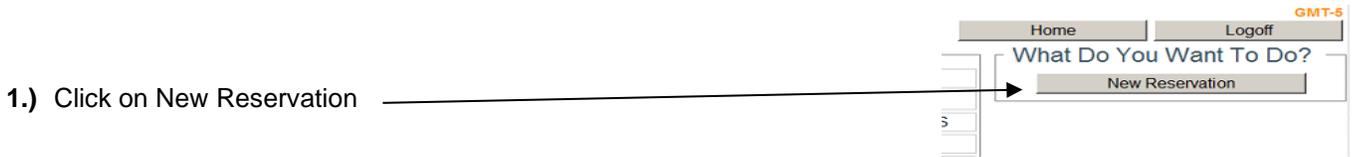
Operator ID	DAS-SAMPJ		
Name	JOE SAMPLES		
Address Line 1			Address Line 2
Department ID	DAS-GDFT	Address Line 3	
Account ID	DASMP1-00DAS010028	Address Line 4	
License Expiration Date	12/31/2020		
Mobile Phone			Work phone 614-648-7493
Email Address	Roger.Bechtel@das.ohio.gov		

What Do You Want To Do?

My Reservations

	Reservation ID	Status*	Pickup Date & Time	Return Date & Time	Vehicle Type	Pickup Location

Making a New Reservation



1.) Click on New Reservation

Pickup Location
DASMP02 - DAS - SURFACE ROAD- MOTOR POOL
4200 SURFACE ROAD
COLUMBUS OHIO 43228
Phone: 614-466-6607 Fax: 614-752-8883

Pickup
09/14/2018 12:30 PM
Return *
09/14/2018 12:25 PM

Reservation for DAS-SAMPJ: JOE SAMPLES
Department: DAS-GDFT - GSD - FLEET MANAGEMENT
Email confirmation will be sent.
To: Roger.Bechtel@das.ohio.gov
CC: _____

2.) Choose Pick up Location

3.) Choose Pick up Time

4.) Click OK/Close

Select a date and time
Sep 2018
12:30 PM

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Today Ok / Close

5.) Choose Return Time

6.) Click OK/Close

Select a date and time
Sep 2018
12:25 PM

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Today Ok / Close

Special Note: If you are using Internet Explorer, compatibility mode is not supported and you will need to turn it off to get the calendar function to work. To do so:

- Open "Gear Icon" on the far Top Right of browser
- Select "Compatibility View Setting".
- Remove fleet.das.ohio.gov or any fleet websites from Compatibility View.
- Uncheck "Display Internet sites in Compatibility View".
- Then Click "Close" to save the changes.

7.) Choose a Vehicle Type

You will see a screen indicating all vehicle types you are authorized to reserve. All vehicle types that have an available vehicle are shown in green and all vehicle types that currently have no vehicles available are shown in gray. There may be an alternate vehicle type available. The screen will indicate the available vehicle type.

Pickup Location: DASMP02 - DAS - SURFACE ROAD- MOTOR POOL
4200 SURFACE ROAD, COLUMBUS OHIO 43228, Phone: 614-466-6607 Fax: 614-752-8883

Pickup: 09/14/2018 12:30 PM Return: 09/17/2018 12:25 PM

Back

TYPES AVAILABLE TO RESERVE		
DAS-BOXTRK DAS - BOX TRUCK - SURFACE ROAD	Capacity: 2	\$17.00 / day
DAS-CMPCT4DR COMPACT SEDAN 4DR	Capacity: 4	\$17.00 / day
DAS-MPV MINI PASSENGER VAN	Capacity: 7	\$17.00 / day
DAS-MS4DR MID-SIZE SEDAN 4DR	Capacity: 4	\$17.00 / day
DAS-SOT CARD RHODES TOWER PARKING CARD	Capacity: 0	\$0.00 / day

JOIN A RIDESHARE
No rideshares available at the selected pickup location for the above dates.

UNAVAILABLE TYPES		
DASMP1-CMPCT SOT - COMPACT 4 DR SEDAN	Capacity: 4	\$17.00 / day
DASMP1-MPV SOT - MINI PASSENGER VAN	Capacity: 7	\$17.00 / day

8.) Click Select; or

If there are no vehicles available for the date / time you requested, you will need to make alternative transportation arrangements or change the date / time parameters.

Standby Reservations will NO LONGER be accepted.

Pickup Location: DASMP02 - DAS - SURFACE ROAD- MOTOR POOL [Change]
4200 SURFACE ROAD, COLUMBUS OHIO 43228, Phone: 614-466-6607 Fax: 614-752-8883

Pickup: 09/14/2018 12:30 PM Return: 09/17/2018 12:25 PM

Account ID: DASMP1-00DAS010028 DAS-GENERAL SERVICES DIVISION

Destination: COLUMBUS / SOT

Reservation Note

Additional Operators

Delete	Operator ID	Operator Name
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Vehicle type: DAS-CMPCT4DR COMPACT SEDAN 4DR [Change]
Rate per day: \$17.00
Capacity: 4

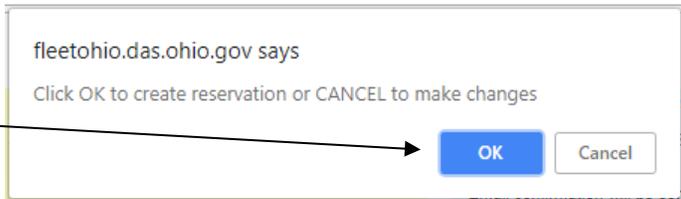
Reservation for DAS-SAMPJ: JOE SAMPLES
Department: DAS-GDFT - GSD - FLEET MANAGEMENT
Email confirmation will be sent. To: Roger.Bechtel@das.ohio.gov
CC:

Back Cancel Confirm

9.) Enter your destination and any Reservation notes.

10.) Click Confirm to complete the reservation.

11.) Click OK to finalize and create your reservation, or click CANCEL to make changes.



Details of your reservation will be displayed.

The reservation status is CONFIRMED and you will receive an email notification.

You may print your Confirmation from this page by clicking on "Printer Friendly"

Canceling a Reservation

1.) Log into the Motor Pool Reservation Portal

2.) From the Home Page click on the Reservation ID that needs to be canceled

My Reservations Expand All Collapse All

Reservation ID	Status*	Pickup Date & Time	Return Date & Time	Vehicle Type	Pickup Location
204154 Confirmation Code: 615974	CONFIRMED	09/14/2018 12:30 PM	09/17/2018 12:25 PM	DAS-CMPCT4DR - COMPACT SEDAN 4DR	DASMP02 - DAS - SURFACE ROAD- MOTOR POOL

3.) At the top of the Screen
Click on "Cancel Reservation"

Notes
Cancel Reservation
Printer Friendly

Reservation ID 204154
Status CONFIRMED
Confirmation Code 615974

4.) Click on "OK"

fleetohio.das.ohio.gov says
Cancel this reservation?

OK Cancel

Your Reservation is now cancelled.

You will receive a Confirmation E-mail

You may print your Confirmation by
Clicking "Printer Friendly"

YOUR RESERVATION HAS BEEN SUCCESSFULLY CANCELLED. Reservation canceled.

Notes
Printer Friendly

Reservation ID 204154
Status CANCELED
Confirmation Code 615974

Changing a Reservation

1.) Log into the Motor Pool Reservation Portal

2.) From the Home Page click on the Reservation ID that needs to be changed / updated

My Reservations Expand All Collapse All

Reservation ID	Status*	Pickup Date & Time	Return Date & Time	Vehicle Type	Pickup Location
204154 Confirmation Code: 615974	CONFIRMED	09/14/2018 12:30 PM	09/17/2018 12:25 PM	DAS-CMPCT4DR - COMPACT SEDAN 4DR	DASMP02 - DAS - SURFACE ROAD- MOTOR POOL

Notes	Reservation ID	204154
Cancel Reservation	Status	CONFIRMED
Printer Friendly	Confirmation Code	615974

Pickup Location: DASMP02 - DAS - SURFACE ROAD- MOTOR POOL [Change]

4200 SURFACE ROAD
COLUMBUS OHIO 43228
Phone: 614-466-6607 Fax: 614-752-8883

Pickup: 09/14/2018 12:30 PM Return: 09/17/2018 12:25 PM

3.) Click on [Change]

4.) Make needed Changes to Selected Time or Destination

Account ID: DASMP1-00DAS010028 DAS-GENERAL SERVICES DIVISION [Change]

Destination: COLUMBUS / SOT

Delete	Operator ID	Operator Name
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5.) Click "Confirm"

Your Reservation is now changed / updated

You will receive a Confirmation E-mail

You may print your Confirmation by Clicking "Printer Friendly"

THANK YOU FOR USING THE MOTOR POOL RESERVATION SYSTEM.
IF YOU HAVE ANY QUESTIONS PLEASE CALL 466-6607.

ATTENTION STATE OFFICE TOWER MOTOR POOL CUSTOMERS
PLEASE PRINT THE CONFIRMATION EMAIL AND BRING IT TO THE MOTOR POOL TRAVEL PORTAL TO PICK UP YOUR VEHICLE.
WHEN PROMPTED ENTER THE CONFIRMATION CODE. PLEASE NOTE THAT VEHICLE KEYS MUST BE PICKED UP 15 MINUTES PRIOR TO OR 15 MINUTES AFTER THE SCHEDULED PICKUP TIME. KEYS NOT PICKED UP 15 MINUTES AFTER THE SCHEDULED PICKUP TIME WILL REQUIRE A NEW RESERVATION. RESERVATION PICKUP AND RETURN TIMES MAY BE EDITED PRIOR TO THE SCHEDULED TIMES USING THE RESERVATION PORTAL.
New reservation 204154 saved with status CONFIRMED.

Notes	Reservation ID	204154
Cancel Reservation	Status	CONFIRMED
Printer Friendly	Confirmation Code	615974

Confirmation E-mail

Bechtel, Roger

From: NOREPLY.FLEET@DAS.STATE.OH.US
Sent: Friday, September 14, 2018 12:01 PM
To: Bechtel, Roger
Subject: RESERVATION ID 204154 IS CONFIRMED

THANK YOU FOR USING THE MOTOR POOL RESERVATION SYSTEM.
IF YOU HAVE ANY QUESTIONS PLEASE CALL 466-6607.

ATTENTION STATE OFFICE TOWER MOTOR POOL CUSTOMERS

PLEASE PRINT THE CONFIRMATION EMAIL AND BRING IT TO THE MOTOR POOL TRAVEL PORTAL TO PICK UP YOUR VEHICLE.
WHEN PROMPTED ENTER THE CONFIRMATION CODE. PLEASE NOTE THAT VEHICLE KEYS MUST BE PICKED UP 15 MINUTES PRIOR TO OR 15 MINUTES AFTER THE SCHEDULED PICKUP TIME. KEYS NOT PICKED UP 15 MINUTES AFTER THE SCHEDULED PICKUP TIME WILL REQUIRE A NEW RESERVATION. RESERVATION PICKUP AND RETURN TIMES MAY BE EDITED PRIOR TO THE SCHEDULED TIMES USING THE RESERVATION PORTAL.

VEHICLE RESERVATION DETAILS

RESERVATION ID 204154 IS CONFIRMED.

CONFIRMATION CODE: 615974

CUSTOMER: JOE SAMPLES
DEPARTMENT: DAS-GDFT
ACCOUNT: DASMP1-00DAS010028
WORK PHONE: 614-648-7493

PICKUP LOCATION:

DASMP02
4200 SURFACE ROAD

COLUMBUS OHIO 43228

PHONE: 614-466-6607
FAX: 614-752-8883

PICKUP TIME: 09/14/2018 12:30 PM
RETURN TIME: 09/17/2018 12:25 PM

VEHICLE TYPE: DAS-CMPCT4DR

RENTAL RATES:

Rate per day	\$17.00
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Attention State Office Tower motor pool customers:

PLEASE PRINT THE CONFIRMATION EMAIL AND BRING IT TO THE MOTOR POOL TRAVEL PORTAL TO PICK UP YOUR VEHICLE.

WHEN PROMPTED ENTER THE CONFIRMATION CODE. PLEASE NOTE THAT VEHICLE KEYS MUST BE PICKED UP 15 MINUTES PRIOR TO OR 15 MINUTES AFTER THE SCHEDULED PICKUP TIME. KEYS NOT PICKED UP 15 MINUTES AFTER THE SCHEDULED PICKUP TIME WILL REQUIRE A NEW RESERVATION. RESERVATION PICKUP AND RETURN TIMES MAY BE EDITED PRIOR TO THE SCHEDULED TIMES USING THE RESERVATION PORTAL.

Using the State Fleet Card

The State Fuel Card can only be used at a participating vendor. Before you begin any transaction verify that the fueling station you are at accepts the Voyager Fleet Card to obtain fuel.

To purchase Fuel:

- Swipe your card at the pump
 - If the pump terminal requires you to choose Credit or Debit, press the Credit key
 - Enter your Driver ID / Pin Number when prompted (Located on the Card Sleeve)
 - Enter the vehicle Odometer reading (Do Not enter tenths of a mile.)
 - Once information is confirmed begin fueling.
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- ❖ All terminals are different and may require the information to be entered in a different order. Simply follow the instructions on the terminal to process your transaction.
 - ❖ If the pump card reader will not accept the card, take the card inside to the attendant and have him/her attempt to process the transaction electronically on the inside equipment.
 - ❖ For security purposes a card will become locked after three unsuccessful attempts to use it.
 - ❖ If a card becomes locked or you require assistance you can call Voyager Customer Service at the number located on the back of the card above the magnetic strip, or the Office of Fleet Management M-F 7:00 am-4:00 pm at 1-800-686-1521.