

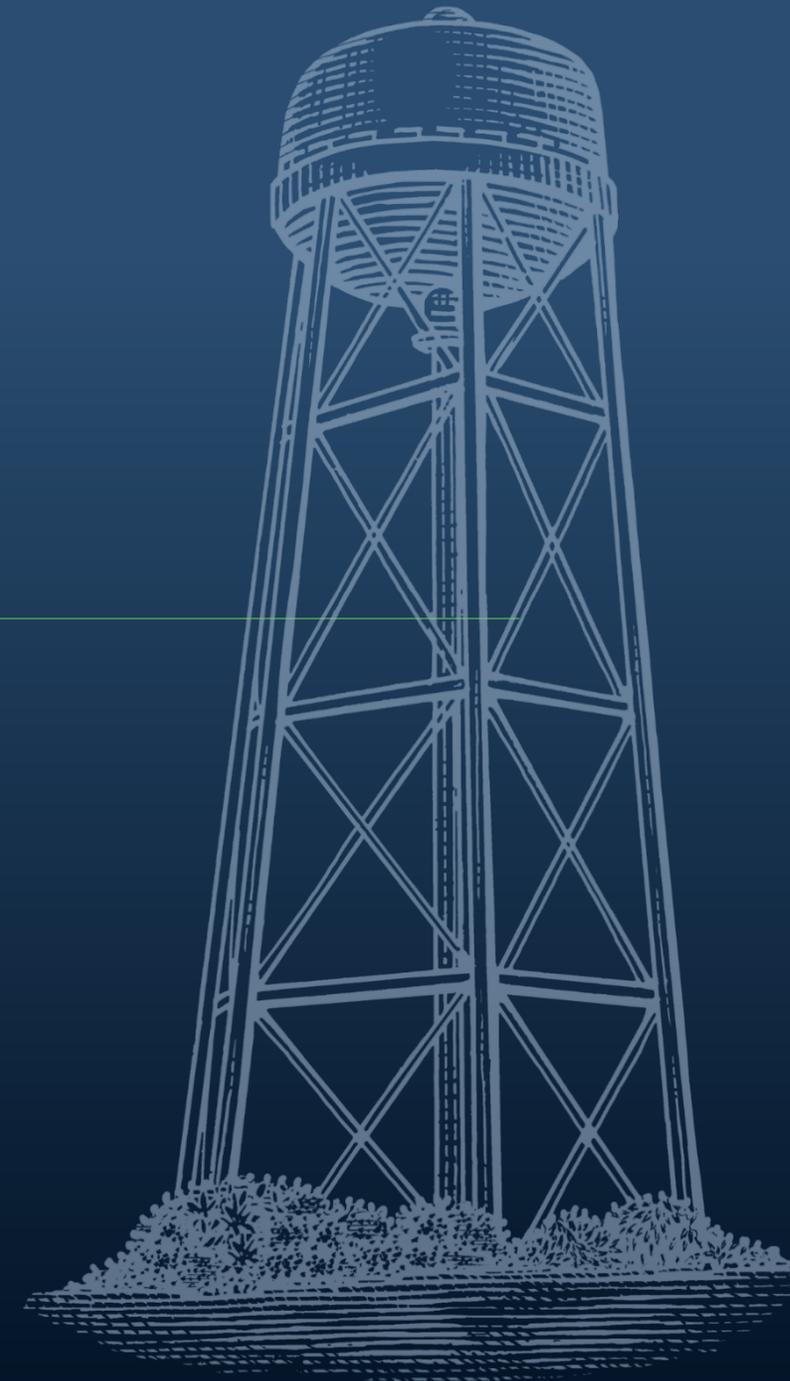
**UCDAVIS**

Fleet Services

---

# Agile Training

UCDrive - Rental Process



# Sign-up & Online Reservations

All students, staff, and faculty will be required to have a UC Drive account in order to rent a vehicle.

<https://ucdavis.agilefleet.com/>



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SIGN UP NOW!



Please Login

**Username:**

**Password:**

[Forgot password?](#)



**Notice:** All logins (and attempts to login) are logged for security reasons.

- To sign up click on the bottom left and you will be prompted for department and user information.
- If you already have an account you can login once you have received the welcome email



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## Welcome

We are pleased to provide you 24-hour per day access to motor pool resources, policies, and procedures. Please enjoy the new vehicle sharing system. We take pride in serving you through this venue and welcome any feedback. You can provide feedback by clicking here: [Feedback Survey](#).

UC Davis' motor pools play a key role in helping the university achieve its sustainability goals while providing efficient access to shared vehicles dramatically lowering fleet-related costs.

We look forward to serving you.



**Make a reservation by clicking the top left**



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SIGN UP NOW!

## Vehicle Reservation

### Request Information

Who is this request for?

This request is for me

This request is for  [Search for Driver](#)

Displaying Users(s) 1 - 15 of 482 [Previous Page](#) | [Next Page](#)

**Search**

Last Name:

	UserName	Name
[VIEW] [SELECT]	mabshire	Abshire, Myra
[VIEW] [SELECT]	ecadkison	Adkison, Claire
[VIEW] [SELECT]	maagarrado	Agarrado, Michael Daven John
[VIEW] [SELECT]	caagnew	Agnew, Camille
[VIEW] [SELECT]	tmakin	Akin, Tim
[VIEW] [SELECT]	dughaishi	Al Dughaishi, Usama
[VIEW] [SELECT]	cpalaimo	Alaimo, Christopher
[VIEW] [SELECT]	abalarcon	Alarcon, Adriana
[VIEW] [SELECT]	ialarcon	Alarcon, Ignacio
[VIEW] [SELECT]	nkalbertsen	Albertsen, Noel
[VIEW] [SELECT]	amin	Aminabadi, Peiman
[VIEW] [SELECT]	calagrabilitythree	Anaya, Gloria
[VIEW] [SELECT]	granderson	Anderson, Gregory
[VIEW] [SELECT]	eaantonio	Antonio, Eryca
[VIEW] [SELECT]	ljartuso	Artuso, Lisa

Select who the reservation is for and click continue

You can make a reservation in your name, and assign a different driver later (as long as you both have active UC Drive accounts).

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Vehicle Reservation

Request Information

Usage Type:

- Daily Rental
- Hourly Rental
- Enterprise Rental

Select Site: Fleet Services ▼

Select Site

Fleet Services

Fleet Services After Hours

Facilities Management

Quad Parking Structure

**Select usage type and site location**

[Cancel Request](#) [Next \(Continue Request\)](#)

Site Name	Location	Type	Check Out Hours
Fleet Services	Fleet Services	Daily	7:00am – 3:30pm
Fleet Services After Hours	Lot 49	Daily	3:30pm – 7:00am
Facilities Management	Facilities Management	Hourly	No Restrictions
Quad Parking Structure	1 <sup>st</sup> Floor	Hourly	No Restrictions



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SIGN UP NOW!

# Vehicle Reservation - Start Request

## Request Information

\* = required field

### Requestor Information

User Id / Name: **ljones / Lefty Jones**  
 E-mail address: **mjspiva@ucdavis.edu**  
 \*Driver's User Id:  (Lefty Jones) [change driver](#)

### Schedule Information

\*Pick-up Date / Time:    
 (MM/DD/YYYY HH:MM AMPM)  
 \*Return Date / Time:    
 (MM/DD/YYYY HH:MM AMPM)

### Selection Information

Usage Type: **Daily Rental**  
 Site: **Fleet Services**  
 Type:    
 Number of Occupants:  (driver and passengers)  
 View vehicle availability

**\* Fill in all required information**

### Additional Information

Department:    
 Account:   
 \*Authorized to use account?:    
 \*Destination:   
 \*Purpose:   
 \*Valid Driver's License?:    
 \*Leaving CA (>100 Miles)?:

Comments (Dispatch will not be notified of your comment. For special requests please call 530-752-0787)

press Shift+Enter to begin a new line



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SIGN UP NOW!

Vehicle Reservation - Start Request

Request

Account:

[-]-[-]-[-]-

Request

User Id /

E-mail ad

\*Driver's

Schedule

\*Pick-up

(MM/DD/

\*Return D

(MM/DD/

Selection

Usage Ty

Site:

Type:

- Any type -

Number of Occupants:

1 (drive

View vehicle

Additional Information

Department:

ACADEMIC AFFAIRS

Account:

[-]-[-]-[-]-

\*Authorized to use account?:

Yes

\*Destination:

Local

\*Purpose:

Research

\*Valid Driver's License?:

Yes

\*Leaving CA (>100 Miles)?:

No

Comments (Dispatch will not be notified of your comment. For special requests please call 530-752-0787)

press Shift+Enter to begin a new line

Cancel Request Next (Continue Request)

<b>Example</b>	<b>3</b>	<b>1234567</b>	<b>12345</b>	<b>1234567890</b>
<b>Type</b>	<b>Chart Code</b>	<b>Account Number</b>	<b>Sub Account Number</b>	<b>Project Code</b>
<b># of Digits</b>	<b>1 Digit</b>	<b>7 Digits</b>	<b>4-5 Digits</b>	<b>3-10 Digits</b>
<b>Requirement</b>	<b>Required</b>	<b>Required</b>	<b>Optional</b>	<b>Optional</b>

Note: If you receive an "Account Invalid" message, please email the Dispatch Office to add the account



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SIGN UP NOW!

Vehicle Reservation

Available Vehicles

\* = required field

**Requestor Information**

User Id / Name: **ljones / Lefty Jones**  
 E-mail address: **mjspiva@ucdavis.edu**  
 \*Driver's User Id: **ljones / Lefty Jones**

**Schedule Information**

\*Pick-up Date / Time: **03/05/2021 07:30 AM**  
 (MM/DD/YYYY HH:MM AMPM)  
 \*Return Date / Time: **03/05/2021 03:00 PM**  
 (MM/DD/YYYY HH:MM AMPM)  
 Duration: **7 hours 30 minutes**

**Selection Information**

Usage Type: **Daily Rental**  
 Site: **Fleet Services**  
 Type: **SMALL PASSENGER VAN**  
 Number of Occupants: **1 (driver and passengers)**

**Additional Information**

Department: **ACADEMIC AFFAIRS**  
 Account: **12-1234567-12345**  
 Authorized to use account?: **Yes**  
 Destination: **Local**  
 Purpose: **Research**  
 Valid Driver's License?: **Yes**  
 Leaving CA (>100 Miles?): **No**  
 Comments: **(none)**

Displaying 1 - 3 of 3 vehicles

[Legend](#)

First   Previous   Next   Last	← Friday March 5 →																							
Page 1 of 1																								
Vehicle	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
4798																								
4800																								
4801																								
First   Previous   Next   Last	← Friday March 5 →																							
Page 1 of 1																								
Vehicle	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

[Cancel Request](#) [Previous \(Change Request\)](#) [Next \(Continue Request\)](#)

Note – this page only displays available vehicles, you will not be able to select a vehicle on this page.  
  
Click next to continue.



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SIGN UP NOW!

## Vehicle Reservation - Finish Request

### Confirm Request

\* = required field

#### Requestor Information

User Id / Name: **ljones / Lefty Jones**  
 E-mail address: **mjspiva@ucdavis.edu**  
 \*Driver's User Id: **ljones / Lefty Jones**

#### Schedule Information

\*Pick-up Date / Time: **03/08/2021 07:00 AM**  
(MM/DD/YYYY HH:MM AMPM)  
 \*Return Date / Time: **03/08/2021 03:00 PM**  
(MM/DD/YYYY HH:MM AMPM)  
 Duration: **8 hours**

#### Selection Information

Usage Type: **Daily Rental**  
 Site: **Fleet Services**  
 Type: **SMALL CARGO VAN**  
 Number of Occupants: **1 (driver and passengers)**

#### Additional Information

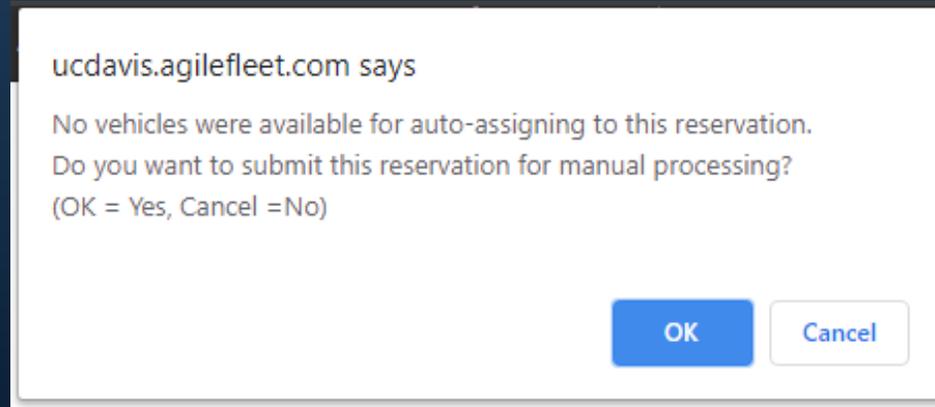
Department: **ACADEMIC AFFAIRS**  
 Account: **12-1234567-12345**  
 Authorized to use account?: **Yes**  
 Destination: **Local**  
 Purpose: **Research**  
 Valid Driver's License?: **Yes**  
 Leaving CA (>100 Miles)?: **No**  
 Comments: **(none)**

**An email containing reservation request details will be sent after the request is submitted.**



# “No vehicles available”?

- Click “Submit for manual assignment”. The Dispatch office will process the pending request.



**UCDAVIS**

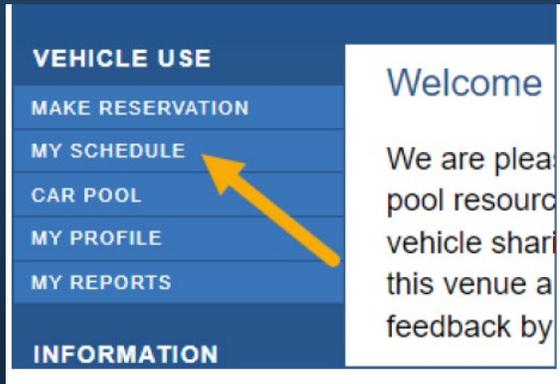
Facilities Management

---

# How To Submit A Change in Request

# How to Submit a Change in Request

- **Note - A change request will send your reservation to pending and will not be approved during non-business hours.**



Go to “My Schedule”, click on magnifying glass for the reservation you would like to make changes on.

My Schedule - Current Requests

User ID / Name: **mfillmore / Fillmore Millard** Schedule as of: 3/1/2022 1:51:14 PM  
E-mail address: **mfillmore@stateuniv.edu**

Request ID or Confirmation Number:  View Display: **Current Requests** ✓  
**All Requests** Page 3 of 3

Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information
 10/29/2021	Pick-up: <b>10/29/2021 10:00 AM</b> Return: <b>03/01/2022 12:58 PM</b> Duration: <b>123 days 2 hours 58 minutes</b>	<input checked="" type="radio"/> Reservation completed Requestor: <b>James Monroe</b> <input type="radio"/> You are the driver	<b>106256</b> Confirmation number	Vehicle: <b>27 - Avalon 007 (2015 Blue Green Toyota Avalon)</b> Location: <b>Willard - Parking Lot A</b> Type: <b>Mid-sized Sedan</b>
 03/01/2022	Pick-up: <b>03/02/2022 09:00 AM</b> Return: <b>03/02/2022 06:00 PM</b> Duration: <b>9 hours</b>	<input checked="" type="radio"/> Request was approved <input type="radio"/> You are the requestor <input type="radio"/> You are the driver	<b>107313</b> Confirmation number	Vehicle: <b>02 - C730-989 (2012 White Ford E-350)</b> Location: <b>Willard - Parking Lot A</b> Type: <b>Versalift VST 5000</b>

Go to page: 1 2 [3] Page 3 of 3



# How To Submit A Change in Request

My Schedule - View Request

Reservation Files (0)

Request date/time: 03/01/2022 12:54 PM

**Request was approved**  
**Request ID: R009107**  
**Confirmation number: 107313**

**Requestor Information**  
User ID / name: **mfillmore / Fillmore, Millard**

**Vehicle Information**  
Vehicle: **02 - C730-989 (2012 White Ford E-350)**  
Location: **Willard - Parking Lot A**  
Type: **Versalift VST 5000**  
Reservation Beginning Mileage:  
Reservation Ending Mileage:  
Total Mileage:

Last modified: 03/01/2022 12:54 PM



# How To Submit a Change in Request

- Examples:
  - Change driver to Johnny Appleseed
  - Change pick-up time to 5:45am

My Schedule - Request Changes

Request date/time: 03/01/2022 12:54 PM

✔ Request was approved  
Request ID: R009107  
Confirmation number: 107313

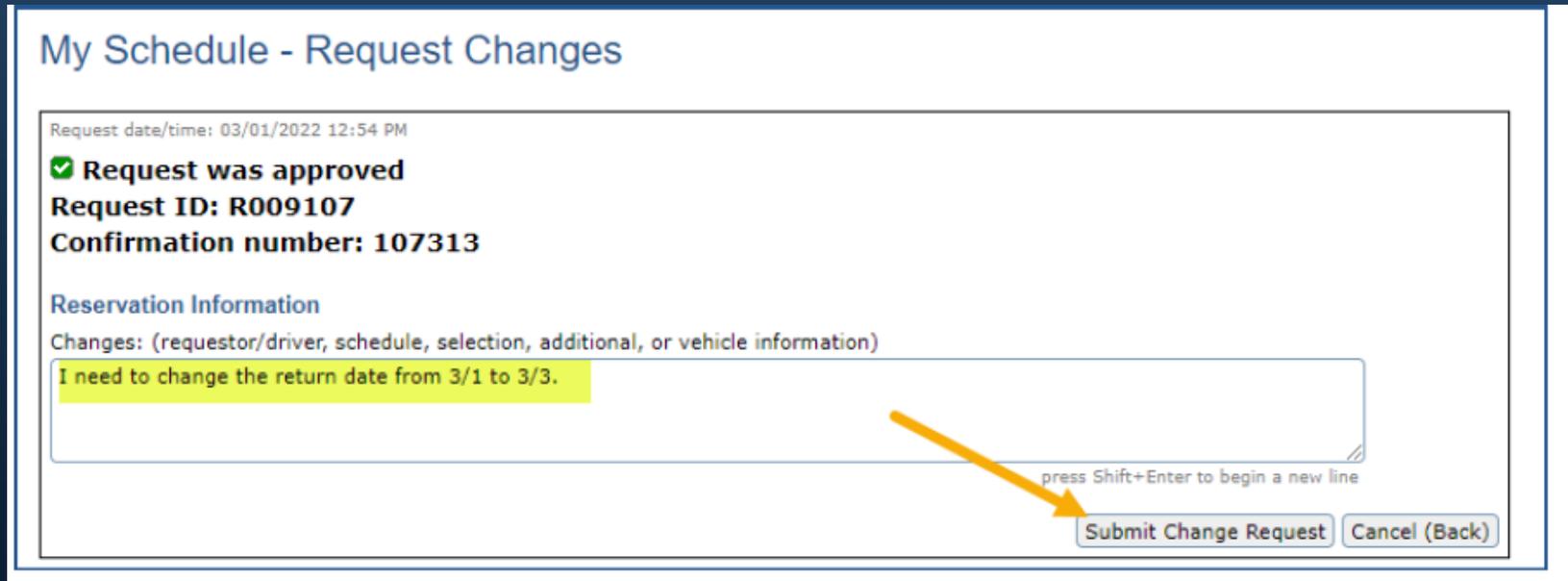
Reservation Information

Changes: (requestor/driver, schedule, selection, additional, or vehicle information)

I need to change the return date from 3/1 to 3/3.

press Shift+Enter to begin a new line

Submit Change Request Cancel (Back)



# How To Submit a Change in Request

- The request is now sent back to “pending”. Customer cannot check out rental until an administrator

My Schedule - Current Requests

User ID / Name: **mfillmore / Fillmore Millard** Schedule as of: **3/1/2022 2:56:55 PM**  
E-mail address: **mfillmore@stateuniv.edu**

Request ID or Confirmation Number:   Display: **Current Requests** ✓  
**All Requests** Page 3 of 3

Request Date/Time	Schedule Information	Status Information	Request ID or Confirmation Number	Vehicle Information
10/29/2021	Pick-up: <b>10/29/2021 10:00 AM</b> Return: <b>03/01/2022 12:58 PM</b> Duration: <b>123 days 2 hours 58 minutes</b>	Reservation completed Requestor: <b>James Monroe</b> You are the driver	<b>106256</b> <i>Confirmation number</i>	Vehicle: <b>27 - Avalon 007 (2015 Blue Green Toyota Avalon)</b> Location: <b>Willard - Parking Lot A</b> Type: <b>Mid-sized Sedan</b>
03/01/2022	Pick-up: <b>03/02/2022 09:00 AM</b> Return: <b>03/02/2022 06:00 PM</b> Duration: <b>9 hours</b>	<b>Change request is pending</b> You are the requestor You are the driver	<b>107313</b> <i>Confirmation number</i>	Vehicle: <b>02 - C730-989 (2012 White Ford E-350)</b> Location: <b>Willard - Parking Lot A</b> Type: <b>Versalift VST 5000</b>

Go to page: **1 2 [3]** Page 3 of 3

- **If you need to make a change for a weekend or after hours reservation, it needs to be done during office hours (M-F 7am-4pm) for the change to be processed.**



# How To Check Out Your Vehicle



## Welcome

Please select an option below to begin.

Check Out Vehicle

Check In Vehicle

Grab & Go

Cancel Reservation



**Grab & Go** – select if you do not already have a reservation. Intended for walk up reservations, may have limited vehicle types available.

**Note: Grab & Go option is only available at the hourly Quad & Facilities kiosk.**



# UC DAVIS

UNIVERSITY OF CALIFORNIA

Central Authentication Service (CAS)

Username:

Passphrase:

LOGIN

[Need Help?](#)

Protect your campus computing account login ID and passphrase. Use them only for campus websites and campus online services.

UC Davis will never ask you to provide your passphrase via phone or email. A message that asks you to is probably a *phishing scam*. Delete it without responding.

Be extremely wary of messages that ask you to enter your passphrase into a non-UC Davis website. If you have doubts about a message or website, or think you have been tricked into submitting your passphrase or personal information, call your local IT service desk:

UC Davis Campus: IT Express at 530-754-HELP (4357)

UC Davis Health: Technology Operations Center at 916-734-HELP (4357)

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You must have an active account to pickup/return a vehicle. Note the  on the left side of the keyboard is used as the **SHIFT** key.



Please select a vehicle to check out.

Conf #	Vehicle	Scheduled Start	Scheduled End	Comments
100014	4279	03/01/2021 07:00 AM	03/01/2021 03:00 PM	



Select confirmation number

Reservation not shown above?

Check Out via Confirmation Number



If the reservation is set under a different username, enter the confirmation number.



Verify the information below and click "Check Out" to begin this reservation.

**Reservation Information**

Confirmation Number: 100014

Driver: Jones, Lefty (ljones)

Schedule: 03/01/2021 07:00 AM - 03/01/2021 03:00 PM

Current Time: 03/01/2021 09:16 AM

**Vehicle Information**

Vehicle Name: 4279

Mileage: 40776

Parking Space: (blank)

Description: 2012, WHITE, HONDA, CIVIC

Options: (blank)

Vehicle Condition: (blank)

1383013

License Number



Fuel Out

Take note of the parking location and vehicle number

Home

Check Out



## Check Out



Your checkout was successful.



# How To Check In Your Vehicle



## Welcome

Please select an option below to begin.

Check Out Vehicle

Check In Vehicle 

Grab & Go

Cancel Reservation

### VEHICLE RETURN

#### During Business Hours

1. Pull the vehicle all the way forward in the vehicle return lane next to the fuel pumps.
2. Make a note of the odometer as you may need to enter it at the kiosk.
3. Return the keys to the kiosk.

#### After Business Hours

1. Park the vehicle in lot 49.
2. Lock the vehicle before returning the keys.
3. Make a note of the odometer as you may need to enter it at the kiosk.
4. Return the keys to the kiosk.

Contact the UC Davis Police Department  
For after hour vehicle emergencies, 530-752-1230

For more information please visit  
[fleet.ucdavis.edu/dispatch/ucdrive](http://fleet.ucdavis.edu/dispatch/ucdrive)



Please select a vehicle to check in.

Conf #	Vehicle	Actual Start	Scheduled End	Comments
100014	4279	03/01/2021 09:16 AM	03/01/2021 03:00 PM	*Currently Checked Out
100001	3313	03/01/2021 09:23 AM	03/01/2021 02:00 PM	*Currently Checked Out



Help...My Vehicle Is Not Shown

Select confirmation number of vehicle to be returned

**Note:** Multiple vehicles cannot be checked out at once.



Complete the form below and click "Check In" to complete this reservation.

Reservation Information

Confirmation Number: 100001      Driver: Jones, Lefty (ljones)

Schedule:                      03/01/2021 09:23 AM - 03/01/2021 02:00 PM

Current Time:                03/01/2021 09:25 AM

Vehicle Information

Vehicle Name:                3313

**1217936**

**License Number**

Mileage Out:                96540

Mileage In:                 96540

Description:                 2007, WHITE, FORD, ESCAPE

Vehicle Condition:         (blank)

Additional Information

Comments:



**Some vehicles require entering the mileage upon return**



## Check In



Your check-in was successful.

### Contact Information

#### Vehicle Rentals and Fueling

(530) 752-0787 / [Reservation and Fueling Questions](#)

#### Vehicle Service Desk: Maintenance and Repairs

(530) 752-0789 / [Maintenance and Repairs Questions](#)

<https://facilities.ucdavis.edu/fleet-services>

