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/
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.
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
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).
<table>
<thead>
<tr>
<th>Site Name</th>
<th>Location</th>
<th>Type</th>
<th>Check Out Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleet Services</td>
<td>Fleet Services</td>
<td>Daily</td>
<td>7:00am – 3:30pm</td>
</tr>
<tr>
<td>Fleet Services After Hours</td>
<td>Lot 49</td>
<td>Daily</td>
<td>3:30pm – 7:00am</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>Facilities Management</td>
<td>Hourly</td>
<td>No Restrictions</td>
</tr>
<tr>
<td>Quad Parking Structure</td>
<td>1st Floor</td>
<td>Hourly</td>
<td>No Restrictions</td>
</tr>
</tbody>
</table>

Select usage type and site location.
* Fill in all required information
Example 3

<table>
<thead>
<tr>
<th>Type</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub Account Number</th>
<th>Project Code</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Digits</td>
<td>1 Digit</td>
<td>7 Digits</td>
<td>4-5 Digits</td>
<td>3-10 Digits</td>
</tr>
<tr>
<td>Requirement</td>
<td>Required</td>
<td>Required</td>
<td>Optional</td>
<td>Optional</td>
</tr>
</tbody>
</table>

Note: If you receive an “Account Invalid” message, please email the Dispatch Office to add the account.
Note – this page only displays available vehicles, you will not be able to select a vehicle on this page.

Click next to continue.
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.
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.**

---

<table>
<thead>
<tr>
<th>Request Date/Time</th>
<th>Schedule Information</th>
<th>Status Information</th>
<th>Request ID or Confirmation Number</th>
<th>Vehicle Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/19/2021</td>
<td>Pickup: 10/29/2021 10:00 AM</td>
<td>Reservation completed</td>
<td>166256 Confirmation number</td>
<td>Vehicle: 07 - Avalon 907 (2015 Blue Green Toyota Avalon)</td>
</tr>
<tr>
<td></td>
<td>Return: 02/21/2022 12:30 PM</td>
<td>Requestor: James Monroe</td>
<td></td>
<td>Location: Willard - Parking Lot A</td>
</tr>
<tr>
<td></td>
<td>Duration: 122 days 2 hours 35 minutes</td>
<td>You are the driver</td>
<td></td>
<td>Type: N-Sized Sedan</td>
</tr>
<tr>
<td>03/01/2022</td>
<td>Pickup: 03/02/2022 10:00 AM</td>
<td>Request was approved</td>
<td>167313 Confirmation number</td>
<td>Vehicle: 62 - C730-819 (2012 White Ford E-350)</td>
</tr>
<tr>
<td></td>
<td>Return: 03/02/2022 16:00 PM</td>
<td>You are the requestor</td>
<td></td>
<td>Location: Willard - Parking Lot A</td>
</tr>
<tr>
<td></td>
<td>Duration: 9 hours</td>
<td>You are the driver</td>
<td></td>
<td>Type: Versatile VST 5065</td>
</tr>
</tbody>
</table>
How To Submit A Change in Request

My Schedule - View Request

Reservation
Files (0)

Request date/time: 02/01/2022 12:54 PM

☑ Request was approved
Request ID: R0090107
Confirmation number: 107313

Requestor Information

User ID / name:
milmore / Milmore, Miland

Vehicle Information

Vehicle:
02 - C730-989 (2012 White Ford E-350)
Location:
Willard - Parking Lot A
Type:
Versalift VST 2000
Reservation Beginning Mileage:
Reservation Ending Mileage:
Total Mileage:

OK (Back)  Re-send Email  Request Changes  Cancel Request  Add Notes

Last modified: 02/01/2022 12:54 PM
Examples:

- Change driver to Johnny Appleseed
- Change pick-up time to 5:45am
The request is now sent back to “pending”. Customer cannot check out rental until an administrator approves.

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
Fleet Services Location

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.
Will be prompted to login using Kerberos

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.

<table>
<thead>
<tr>
<th>Conf #</th>
<th>Vehicle</th>
<th>Scheduled Start</th>
<th>Scheduled End</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>100014</td>
<td>4279</td>
<td>03/01/2021 07:00 AM</td>
<td>03/01/2021 03:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**Reservation Information**
- Confirmation Number: 100014
- Driver: Jones, Lefty (ljoness)
- 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)

Take note of the parking location and vehicle number.
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
Select confirmation number of vehicle to be returned

<table>
<thead>
<tr>
<th>Conf #</th>
<th>Vehicle</th>
<th>Actual Start</th>
<th>Scheduled End</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>100014</td>
<td>4279</td>
<td>03/01/2021 09:16 AM</td>
<td>03/01/2021 03:00 PM</td>
<td>*Currently Checked Out</td>
</tr>
<tr>
<td>100001</td>
<td>3313</td>
<td>03/01/2021 09:23 AM</td>
<td>03/01/2021 02:00 PM</td>
<td>*Currently Checked Out</td>
</tr>
</tbody>
</table>

**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 (Jones)
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

License Number: 1217936

Vehicle Description: 2007, WHITE, FORD, ESCAPE
Vehicle Condition: (blank)

Additional Information

Comments: 

Some vehicles require entering the mileage upon return.
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