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/

UCDrive
FLEET SERVICES CAR RENTAL PROGRAM

FLEETCOMMANDER®

https://ucdavis.agilefleet.com/

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SIGN UP NOW!

Please Login

Username: ljones
Password: ••••••••••

Clear Login

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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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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SIGN UP NOW!

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

Cancel Request | Next (Continue Request)

Select usage type and site location

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	1st Floor	Hourly	No Restrictions

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Vehicle Reservation - Start Request

Reque

Request
User Id /
E-mail ad
*Driver's

Schedu
*Pick-up
(MM/DD/
*Return D
(MM/DD/

Selectio
Usage Typ
Site:
Type: - Any Type -
Number of Occupants: 1 ▾ (driv

View vehicle

Account: L-_____-____-_____

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

Additional Information

Department: ACADEMI   AIRS   ▾
Account: L-_____-____-_____
*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)

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: (MM/DD/YYYY HH:MM AMPM)	03/05/2021 07:30 AM
*Return Date / Time: (MM/DD/YYYY HH:MM AMPM)	03/05/2021 03:00 PM
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 Page 1 of 1	◀ Friday March 5 ▶
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	
	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23
First	Previous	Next	Last Page 1 of 1	◀ Friday March 5 ▶

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: (MM/DD/YYYY HH:MM AMPM)	**03/08/2021 07:00 AM**
*Return Date / Time: (MM/DD/YYYY HH:MM AMPM)	**03/08/2021 03:00 PM**
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)**

[Previous (Available Vehicles)] [Previous (Change Request)] [Cancel Request] [Submit Request]

AF AGILEFLEET Copyr

Privacy | Feedback

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.agilefleet.com says
>
> No vehicles were available for auto-assigning to this reservation.
> Do you want to submit this reservation for manual processing?
> (OK = Yes, Cancel =No)
>
> **OK**   Cancel
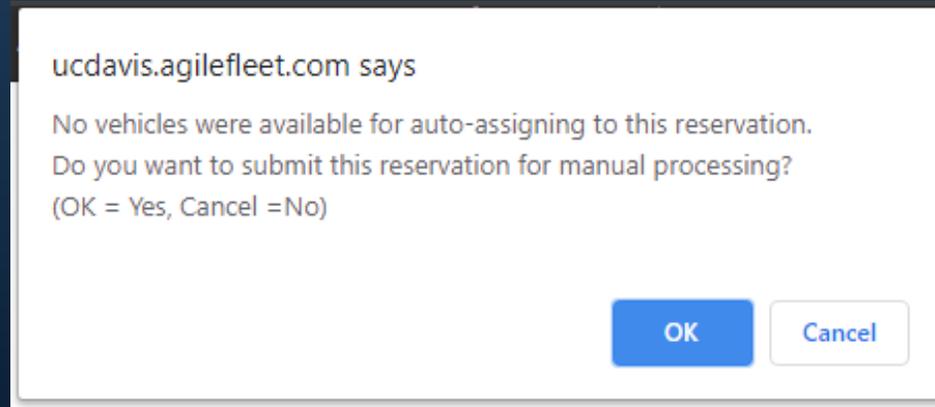
UC DAVIS
Facilities Management

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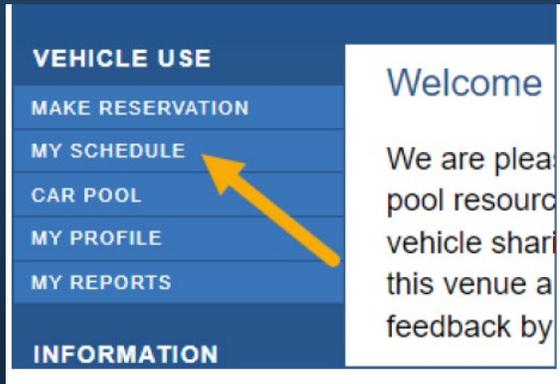
Go to "My Schedule", click on magnifying glass for the reservation you would like to make changes on.

How To Submit A Change in Request

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)]

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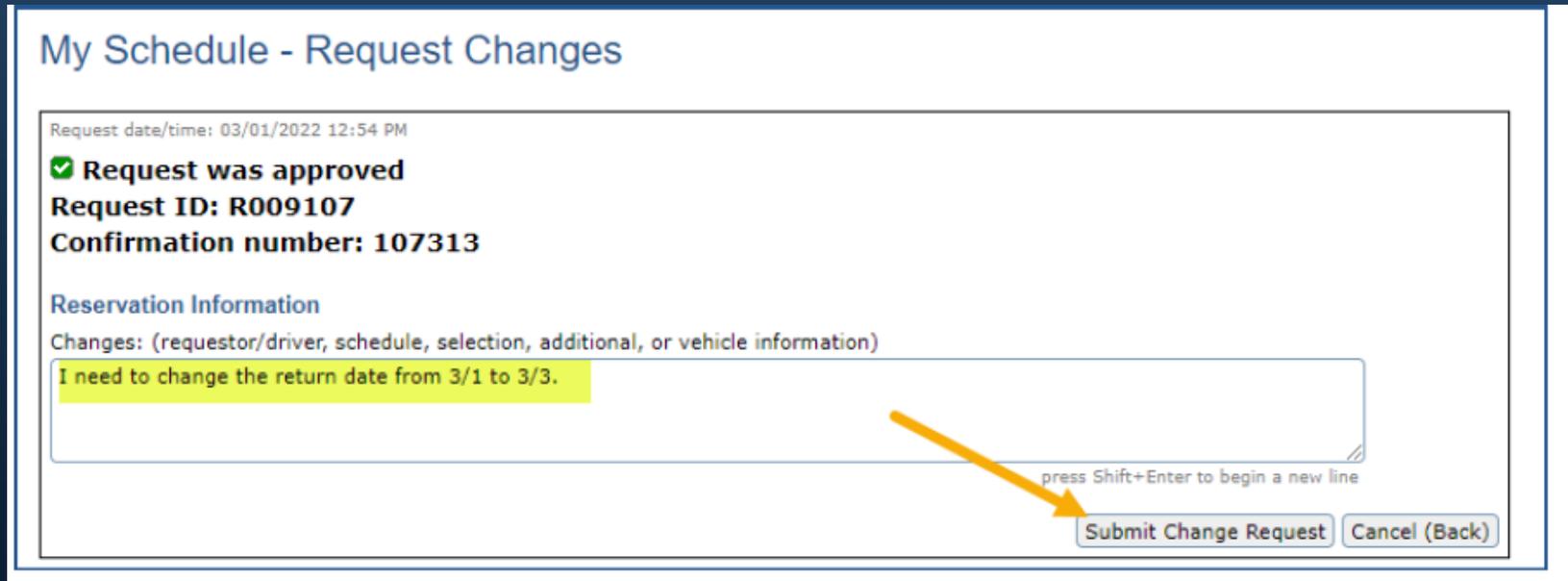
- The request is now sent back to "pending". Customer cannot check out rental until an administrator

- **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

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.

Fleet Services Location

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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.

How To Check In Your Vehicle

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Check In

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

1217936

License Number

Vehicle Name: 3313

Mileage Out: 96540

Mileage In: 96540

Description: 2007, WHITE, FORD, ESCAPE

Vehicle Condition: (blank)

Additional Information

Comments:

Home   Check In

Some vehicles require entering the mileage upon return

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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