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/
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
Select usage type and site location

<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>
* Fill in all required information
### Type Chart Code Account Number Sub Account Number Project Code

<table>
<thead>
<tr>
<th># of Digits</th>
<th>1 Digit</th>
<th>7 Digits</th>
<th>4-5 Digits</th>
<th>3-10 Digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement</td>
<td>Required</td>
<td>Required</td>
<td>Optional</td>
<td>Optional</td>
</tr>
</tbody>
</table>

Example: 3 - 1234567 - 12345 - 1234567890
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.
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.

**Fleet Services Location**
Welcome to FleetCommander. Please log in below.

Username: ljoness
Password: ********

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

Will be prompted to login using Kerberos
<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>Reservation not shown above? Check Out via Confirmation Number</td>
</tr>
</tbody>
</table>

Select 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
- **Parking Space:** (blank)
- **Description:** 2012, WHITE, HONDA, CIVIC
- **Options:** (blank)
- **Vehicle Condition:** (blank)
- **Mileage:** 40776
- **License Number:** 1383013
- **Fuel Out:** (gauges)

Take note of the parking location and vehicle number.
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**

<table>
<thead>
<tr>
<th>During Business Hours</th>
<th>After Business Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pull the vehicle all the way forward in the vehicle return lane next to the fuel pumps.</td>
<td>1. Park the vehicle in lot 49.</td>
</tr>
<tr>
<td>2. Make a note of the odometer as you may need to enter it at the kiosk.</td>
<td>2. Lock the vehicle before returning the keys.</td>
</tr>
<tr>
<td>3. Return the keys to the kiosk.</td>
<td>3. Make a note of the odometer as you may need to enter it at the kiosk.</td>
</tr>
<tr>
<td>4. Return the keys to the kiosk.</td>
<td>4. Return the keys to the kiosk.</td>
</tr>
</tbody>
</table>

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>
Some vehicles require entering the mileage upon return
Your check-in was successful.

**Contact Information**

**Vehicle Rentals and Fueling**  
(530) 752-0787 / VehicleReservation@ad3.ucdavis.edu

**Vehicle Service Desk: Maintenance and Repairs**  
(530) 752-0789 / FleetServices@ucdavis.edu

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