



How to Reserve a State Vehicle

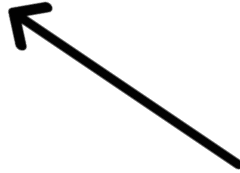
Login to the Reservation Portal

Login to Reservations Portal

Operator ID

Login

Cancel



Type in your Operator ID then
select Login

My Info

Operator ID

Name

Department ID

Account ID

License Expiration Date

Email Address

Mobile Phone

What Do You Want To Do?

New Reservation

Your Operator information will appear

Next, select New Reservation

Next, select your location. In the example below, MPMASOB has been selected.

Pickup Location

MPMASOB - MASOB KEY VALET

195 NORTH 1950 WEST
MOTOR POOL MASOB BUILDING
SALT LAKE CITY
UT
Phone: 855-358-8824 Fax:

Current available
locations

MPMASOB
MPOGDEN
MPPROVO
MPTSOB

Pickup * 02/23/2024 10:00 AM

Return * 02/23/2024 10:00 AM

Select a date and time

Feb 2024

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		

Today OK

10 : 00 AM

10:00 AM

Now

Next, select the dates and time of day you want to pickup and return the vehicle. Please confirm that your Pickup and Return times are correct (AM/PM).

Note, you have a one hour window before and after the time you select.

The types of vehicles and rates that are available will appear.

The unavailable vehicles will be listed below.

TYPES AVAILABLE TO RESERVE

FOCOMPACT COMPACT SEDAN	Capacity: 0	\$0 / hour \$33.33 / day \$166.65 / week \$666.6 / month \$0 / meter 1 unit	Select
FOCOMPACT-ELECTRIC COMPACT ELECTRIC VEHICLE	Capacity: 0	\$0 / hour \$49.49 / day \$247.45 / week \$989.8 / month \$0 / meter 1 unit	Select
FOFULLSIZE FULLSIZE SEDAN	Capacity: 0	\$0 / hour \$37.88 / day \$189.4 / week \$757.6 / month \$0 / meter 1 unit	Select
FOMIDSIZE MIDSIZE SEDAN	Capacity: 0	\$0 / hour \$35.1 / day \$175.5 / week \$702 / month \$0 / meter 1 unit	Select
FOMINIVAN 7 PASSENGER VAN	Capacity: 0	\$0 / hour \$65.65 / day \$328.25 / week \$1313 / month \$0 / meter 1 unit	Select
FOTRUCKMIDSIZE MIDSIZE PICKUP	Capacity: 0	\$0 / hour \$70.7 / day \$353.5 / week \$1414 / month \$0 / meter 1 unit	Select

UNAVAILABLE TYPES

COMPACT-ELECTRIC COMPACT ELECTRIC VEHICLE	Capacity: 0	\$0 / hour \$49.49 / day \$247.45 / week \$989.8 / month \$0 / meter 1 unit	
FOCOMPACTSUV COMPACT SPORT UTILITY	Capacity: 0	\$0 / hour \$62.62 / day \$313.1 / week \$1252.4 / month \$0 / meter 1 unit	
FOMIDSIZE SUV MIDSIZE SPORT UTILITY	Capacity: 0	\$0 / hour \$62.62 / day \$313.1 / week \$1252.4 / month \$0 / meter 1 unit	

Your Account ID will appear. This is coding where the vehicle rental will be charged.

Account ID
FOADADM... FOAD STATE ADM

Destination
[Empty text box]

Reservation Note
[Empty text box]

Additional Operators

Delete	Operator ID	Operator Name
<input type="checkbox"/>	[Empty text box] ...	[Empty text box]

The Destination, Reservation Note and Additional Operators are optional fields.

Back Cancel Confirm



Don't forget to select confirm

New reservation 883626 saved with status CONFIRMED.

Notes

Cancel Reservation

Printer Friendly

Reservation ID	883626
Status	CONFIRMED
Confirmation Code	604653

Your confirmation number is displayed.

RESERVATION ID 883626 IS CONFIRMED 

MOTORPOOL_RESERVATIONS@utah.gov

to me ▼

**IF YOU HAVE QUESTIONS ABOUT YOUR RESERVATION PLEASE CONTACT THE MOTOR POOL MASOB BUILDING.

VEHICLE RESERVATION DETAILS

CONFIRMATION CODE FOR KEYVALET 604653

RESERVATION ID 883626 IS CONFIRMED.

CUSTOMER:

DEPARTMENT: ASFO

ACCOUNT: FOADADM

WORK PHONE:

PICKUP LOCATION:

MPMASOB - MOTOR POOL MASOB BUILDING
195 NORTH 1950 WEST
SALT LAKE CITY

PHONE: 855-358-8824

PICKUP TIME: 02/27/2024 08:00 AM

RETURN TIME: 02/27/2024 02:00 PM

VEHICLE TYPE: FOMIDSIZE

RENTAL RATES:

Rate per month	\$702.00
Rate per week	\$175.50
Rate per day	\$35.10
Rate per hour	\$0.00
Rate per meter 1 unit	\$0.00

You will receive a confirmation email.

The confirmation code is used at the KEY KIOSK when you pick up and return the vehicle.

Confirm that your Pickup and Return times are correct (AM/PM).

How to cancel My Reservation

My Reservations

	Reservation ID	Status*	Pickup Date & Time	Return Date & Time
	883627 Confirmation Code: 973924	CONFIRMED	02/28/2024 09:51 AM	02/28/2024 03:12 PM

1. Log into the Reservation Portal
2. Your current reservation will be shown
3. Click on the red Reservation ID

Notes	Reservation ID	883627
Cancel Reservation	Status	CONFIRMED
Printer Friendly	Confirmation Code	973924



THE RESERVATION HAS BEEN CANCELED. Reservation canceled.

Notes	Reservation ID	883627
Printer Friendly	Status	CANCELED
	Confirmation Code	973924

RESERVATION ID 883627 IS CANCELED Inbox x

MOTORPOOL_RESERVATIONS@utah.gov

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VEHICLE RESERVATION DETAILS

CONFIRMATION CODE FOR KEYVALET 973924

RESERVATION ID 883627 IS CANCELED.

1. Select Cancel Reservation
2. Next, you will see the message “THE RESERVATION HAS BEEN CANCELED
3. Then, you will receive a cancelation email.

Note, “no-shows” will be charged the daily rental rate.