



division of
Fleet Operations

Taylorsville State Office Building

TSOB Motorpool Overview

- To guarantee a vehicle, renters must try to book 24 hours in advance.
- All bookings will be completed through the Fleet Reservation Portal
 - If there are no vehicles available through the portal, you will need to call 801-856-5761
 - All vehicles will be monitored by Geotab GPS and all renters will be subjected to DAS violation rules. These rules are:
 - Driving 10 mph over the posted speed limit for 1 min
 - Driving without a seatbelt for longer than 2 minutes
 - Driving 20 mph over the posted speed limit

TSOB Motorpool Overview

- All renters will be required to fuel with a gas card provided in the glove compartment of the vehicle at the completion of your rental
 - The pin to fuel is your EIN number. Please make sure with your fleet manager that you have been set up with a gas card pin
 - You will need to fuel even if you drive a short distance
 - Failure to do so not only inconveniences the next driver but also creates an unnecessary process to bill back your department. Your department will be charged a processing fee if you fail to fuel
- All renters are responsible for picking up after themselves, this includes bringing the vehicle through the car wash if during your reservation you dirtied the vehicle
 - You can use the gas card to pay for a car wash at a gas station that accepts our fuel card. The closest is:
 - Holiday Oil
 - 2729 W 4700 S
 - SALT LAKE CITY, UT

Other Mobility Options

- Enterprise has a pick up/drop off service if you need a specialty vehicle. This can be booked through the travel department <https://fleetapps.utah.gov/DailyReservations/>

If your Division participates in Lyft Concierge Services:

- Lyft

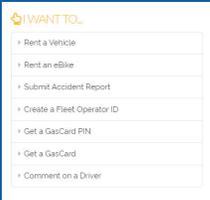
Where do we pick up the vehicles?

- Vehicle keys will be picked up from Dan Block (Office 3209) in Fleet Operations
 - For those Operators who work outside of the TSOB building, keys may be picked up at the security desk. Operators will need to verify their identity by showing their Drivers License.
 - We will send out an email if changes are made on the location of keys.
- Please see map to right. This shows where the vehicles are typically located in the lot. Due to continued construction of the TSOB building, the location may change.



Creating Reservations

- To create a reservation go to <http://fleet.utah.gov/>
 - Scroll to the bottom and click on "Rent a Vehicle"
 - Click "State Owned Motor Pool Locations"
 - Click "Taylorsville State Office Building (TSOB)"
 - Bookmark this page for future use
- To create a reservation go to <http://fleet.utah.gov/>
 - Click on "Driver Mobile Site"
 - Click on "Mobility Options" then Motor Pool Locations
 - Click "State Owned Motor Pool Locations"
 - Click "Taylorsville State Office Building (TSOB)"
 - Bookmark this page for future use



Enter your Operator ID and click Login

- Any issues logging in, please contact 801-856-5761

Click New Reservation

Choose Pickup Location MPTSOB

If you have access to multiple "Pickup Locations", you will need to select the motor pool you want to reserve from

Choose Pickup date/time

- The pickup date/time defaults to an hour later than the current date/time.
- If you are planning on picking up same day or in less than 24 hours from time reservation was made, please call 801-856-5761
- Reservations will be held up to 45 minutes late. Please call us at 801-856-5761 if you plan on being later than this.
 - If you have failed to call and 45 min has lapsed, you will need to make a new reservation
- Reservations can be booked up to a year in advance.
- Pick up time needs to be 8:00 am or later. If you have a special circumstance please call 801-856-5761 to see if an earlier time can be arranged.

Choose Return date/time

- Make sure you put the correct return time. There is only a 15 minute buffer between your return time and the time the next person can rent that vehicle.
- If you need to, add an hour to your return time.
- If you are going to be late returning, please call us immediately at 801-856-5761
- Returns need to be before 5:00 pm
 - We have ordered a key return box for later returns. This will be located near the rental cars

Choose your vehicle type

- Choose your vehicle type
- If there are no vehicle types available, please call us at 801-856-5761.

Confirm Reservation

- Make any updates needed
 - Account ID
 - Destination
 - Reservation Notes
 - Add a CC:
- Click Confirm

Email Confirmation

- You will receive a confirmation email with your reservation information
- Please bring this confirmation email or your reservation ID # to Dan Black.

Changing a reservation

- You can only make changes to your reservation before you pick up the keys. Once you have the vehicle, you need to call us to make any modifications.
- Click on the reservation ID you want to change

Reservation ID	Status	Pickup Date/Time	Return Date/Time	Vehicle Type
836675	Confirmed	03/19/2022 03:15 PM	03/19/2022 03:15 PM	COMPACT NEW

Change reservation continued

- Click 'Change' in the yellow section

Change reservation continued

- You can update:
 - Pickup date/time
 - Return date/time
 - Change vehicle type
 - Add additional Drivers

Change pickup time

- After you change the pickup time, you'll be required to choose your vehicle type again.

Choose vehicle type

- You can choose the same vehicle type if it is still available.

The screenshot shows a reservation form with a 'Types Available to Reserve' section. It lists two options: 'COMPACT CAR' and 'MINI/SUBCOMPACT'. The 'MINI/SUBCOMPACT' option has a 'Select' button circled in red. To the right, there is a 'Join a Rideshare' section with a 'Select' button also circled in red.

Click Confirm

The screenshot shows the same reservation form as the previous slide, but with the 'Confirm' button at the bottom right circled in red.

Receive Confirmation

- You will receive another confirmation email with the changes

MOTORPOOL_RESERVATIONS@utah.gov
 IS MAILING YOU
 IF YOU HAVE QUESTIONS ABOUT YOUR RESERVATION PLEASE CONTACT THE MOTOR POOL TRSB BUILDING
 VEHICLE RESERVATION DETAILS
 CONFIRMATION CODE FOR KEYSVALET 889787
 RESERVATION ID 836675 IS CONFIRMED
 CUSTOMER MARCE W VALENZUELA
 DEPARTMENT ASFD
 ACCOUNT F00674754
 WORK PHONE 801-636-3987
 PICKUP LOCATION
 MOTOR POOL TRSB BUILDING
 4316 S 2750 W
 TAYLORSVILLE
 PHONE:
 PICKUP TIME: 03/09/2022 02:16 PM

Cancel a reservation

- Click on the reservation ID you want to change

The screenshot shows a table of reservations. The first row is highlighted in yellow. The reservation ID '836675' is circled in red.

Reservation ID	Make*	Vehicle Make & Year	Return Date & Time	Vehicle Type
836675	MINI	MINI VALENZUELA	03/09/2022 02:16 PM	COMPACT CAR
836676	ASPD	ASPD	03/09/2022 02:16 PM	MINI/SUBCOMPACT
836677	ASPD	ASPD	03/09/2022 02:16 PM	MINI/SUBCOMPACT
836678	ASPD	ASPD	03/09/2022 02:16 PM	MINI/SUBCOMPACT
836679	ASPD	ASPD	03/09/2022 02:16 PM	MINI/SUBCOMPACT

Cancel reservation

- Click the Cancel Reservation button

The screenshot shows the reservation form with the 'Cancel Reservation' button at the top left circled in red.

Confirm you want to cancel

- Click OK

faweb.utah.gov says
 Cancel this reservation?
 OK Cancel

Receive cancellation notification

THE RESERVATION HAS BEEN CANCELLED. Reservation canceled.

Name	Reservation ID	STATUS
Phone/Facility	Rate	CANCELLED
	Confirmation Code	89597

Pickup Location
 4312 S 2700 W
 MOTOR POOL TRAIL BUILDING
 TAYLORVILLE
 KY 40076

Reservation by: MARCO MARCELA VALENZUELA
 Department: 2017 - FACILITY OPERATIONS
 Email: marce@motorpool.com
 Phone: 812-536-2897

Account ID: 10000000000000000000
 Destination: TAYLORVILLE
 Additional Operators:
 Operator ID Operator Name Operator Status

Vehicle Type: COMPACT NEW
 Rental Rates:
 Rate per month: \$300.00
 Rate per week: \$100.00
 Rate per Day: \$33.33
 Rate per hour: \$10.00
 Rate per minute: 1.67

Rideshare

Receive cancellation email confirmation

MOTORPOOL_RESERVATIONS@motorpool.com
 8/19/2022

IF YOU HAVE QUESTIONS ABOUT YOUR RESERVATION PLEASE CONTACT THE MOTOR POOL TRAIL BUILDING

VEHICLE RESERVATION DETAILS:
 CONFIRMATION CODE FOR KEY PICKUP: 89597
 RESERVATION IS: CANCELED

CUSTOMER: MARCO VALENZUELA
 DEPARTMENT: ADRG
 ACCOUNT: PARKING
 WORKPHONE: 812-536-2897

PICKUP LOCATION:
 4312 S 2700 W
 TAYLORVILLE

PHONE:
 PICKUP TIME: 8/19/2022 02:14 PM
 RETURN TIME: 8/19/2022 03:15 PM

VEHICLE TYPE: COMPACT NEW

RENTAL RATES:
 Rate per month: \$300.00
 Rate per week: \$100.00
 Rate per day: \$33.33
 Rate per hour: \$10.00
 Rate per minute: 1.67

Please Direct any Questions,
 Concerns, Comments to
 801-856-5761