

# Motor Pool

Reserve Your Vehicle with Ease!

DAS Fleet uses Agile Fleet Commander – an easy-to-access online reservation system that provides a streamlined checkout process.

## Vehicle Pick-Up & Return

Location 1: 650 E Grand, 3<sup>rd</sup> floor by the elevators in the DAS Fleet Services satellite office.

Location 2: 6200 Park Ave. Vehicles are located in the East parking lot, kiosk is located in the NE stairwell, badge access only.

Your reservation confirmation email includes your confirmation number, vehicle number,, office door code, and WEX fuel card PIN.



### Extensions, Cancellations, and Late Returns

To extend or cancel a reservation, you must contact Motor Pool prior to your travel date.



### WEX Fuel Cards

Each vehicle is issued a WEX card. It may be used for fuel and emergency expenses (fluids, wipers) – up to \$100.



### RFID Reader

Register your State ID badge at the self check out to access your reservations without logging in – Just swipe your badge!

## Our Services

### Daily Vehicle Rentals

- In-state or out-of-state rental
- Rate includes fuel
- Daily rate is charged for trips up to 50 miles per day. If 50 miles per day is exceeded, rates are charged per mile rather than the daily rate

### Long Term Vehicle Rentals

- Request must be made via the long term rental request form
- Long term rentals are 30+ days

### Rental Vehicle Maintenance

- DAS Fleet will schedule all maintenance for daily rentals
- Long term renters are responsible for scheduling maintenance

### Outside Vendor Rentals

- Enterprise and Hertz reservation must be made in Fleet Commander
- In the comments section, please provide details about location of pickup, dates and time of arrival



# Motor Pool Rates

Vehicle Size	Daily Rate	Daily - Per Mile Rate	Long Term - Daily Rate	Long Term - Per Mile Rate
Compact Sedan	\$23.00	\$0.46	\$21.00	\$0.42
Midsize Sedan	\$24.00	\$0.48	\$22.00	\$0.44
Fullsize Sedan	\$26.00	\$0.52	\$24.00	\$0.48
Small SUV	\$24.00	\$0.48	\$22.00	\$0.44
Small SUV, AWD	\$26.00	\$0.52	\$24.00	\$0.48
Midsize SUV, AWD	\$29.00	\$0.58	\$26.00	\$0.52
Full size SUV, AWD	\$37.00	\$0.74	\$33.00	\$0.66
Mini Passenger Van	\$30.00	\$0.60	\$27.00	\$0.54
1/2 Ton Pickup	\$29.00	\$0.58	\$26.00	\$0.52
1/2 Ton Pickup 4WD	\$35.00	\$0.70	\$31.00	\$0.62
Refueling Fee	<i>Vehicle is returned with less than 3/4 tank of fuel</i>			\$25
Late Return	<i>No prior call for a late return</i>			\$50
Failure to Pick Up Vehicle	<i>No call, no show</i>			\$50
Cleaning Fee	<i>Evidence of smoking, excessive dirt or other material</i>			Up to \$300
Vehicle Repairs	<i>Repairs due to underutilization of the vehicle</i>			Cost of Repairs