UNIVERSITY OF ILLINOIS SPRINGFIELD

Motor Pool Dashboard

How to Submit a Vehicle Reservation

This guide walks drivers through submitting a vehicle reservation in the Motor Pool Dashboard and explains what happens when a business manager submits the request on a driver's behalf.

Who Should Use This Guide

This form is intended to be filled out by the driver who will be operating the vehicle. However, a business manager (or anyone authorized to approve the use of department funds) may fill out the reservation on behalf of a driver.

> **If a Business Manager Fills Out the Form**
>
> When a business manager completes the reservation and enters their own name in the Business Manager field, the system sends an email notification to both the driver and the business manager.
>
> The business manager must then locate that email notification, open it, approve the use of the vehicle/reservation, and enter the department CFOP. Approving routes the reservation to Motor Pool is not complete until Motor Pool reviews vehicle availability and approves the request.

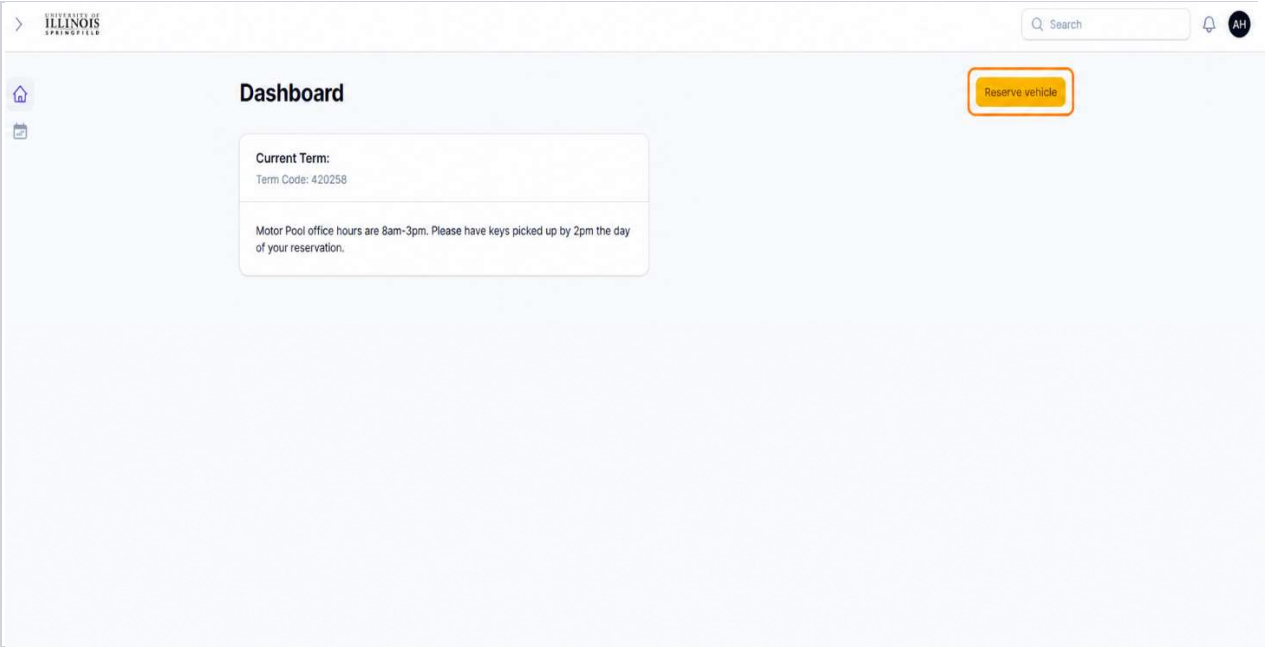
Step-by-Step: Submitting a Reservation

> **Required Fields**
>
> In the Dashboard, any field marked with a red asterisk (*) must be completed before the reservation can be submitted. These fields are marked “Required: Yes” in the tables throughout this guide.

Step 1: Open the Dashboard and start a reservation

From the Dashboard, review the Current Term details and any office hours or key pickup notices posted at the top of the page. When ready, select the orange “Reserve vehicle” button in the top-right corner, or select “Vehicle Reservations” from the left-hand menu and choose “Create.” This opens the Create Vehicle Reservation form.

> **Before You Begin**
>
> Motor Pool office hours are 8:00 AM – 3:00 PM. Keys must be picked up by 2:00 PM on the day of your reservation.



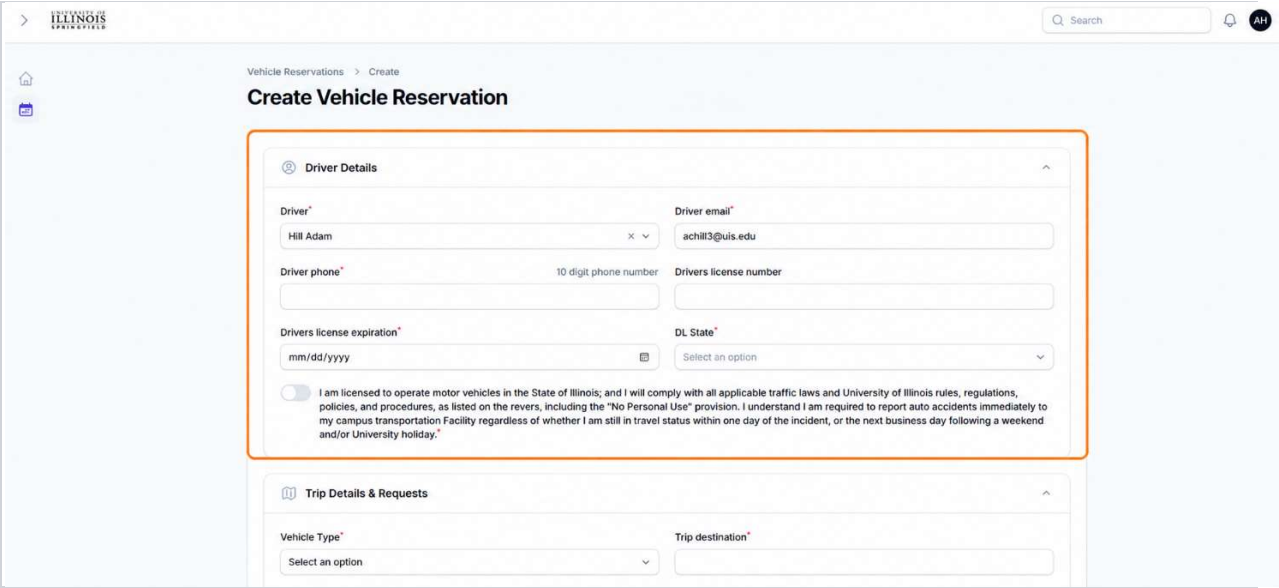
The Dashboard — select the highlighted "Reserve vehicle" button to start.

Step 2: Complete the Driver Details section

Enter the driver's information exactly as it will appear on the reservation. If you are the driver, enter your own information. If you are a business manager completing this for a driver, select the driver's name from the Driver field so the reservation and its notifications are tied to the correct person.

Field	Required?	What to enter
Driver	**Yes ***	Select the name of the person who will be driving the vehicle.
Driver email	**Yes ***	Auto-fills based on the driver selected; confirm it is correct.
Driver phone	**Yes ***	Enter a 10-digit phone number where the driver can be reached.
Drivers license number	No	Enter the driver's license number.
Drivers license expiration	**Yes ***	Enter the expiration date (mm/dd/yyyy).
DL State	**Yes ***	Select the state that issued the driver's license.

At the bottom of this section, switch on the acknowledgement toggle confirming that the driver is licensed to operate motor vehicles in Illinois and agrees to comply with university rules, including the "No Personal Use" provision and the requirement to report any accident within one business day.



The highlighted Driver Details section — complete every field marked with a red asterisk.

Step 3: Complete the Trip Details & Requests section

Provide the specifics of the trip so Motor Pool staff can assign an appropriate vehicle.

Field	Required?	What to enter
Vehicle Type	**Yes ***	Select the type of vehicle needed for the trip from the dropdown.
Trip destination	**Yes ***	Enter where the vehicle is traveling to.
Business purpose	**Yes ***	Briefly describe the University business reason for the trip.
Pick up at	**Yes ***	Enter the date and time the vehicle will be picked up.
Return at	**Yes ***	Enter the date and time the vehicle will be returned.

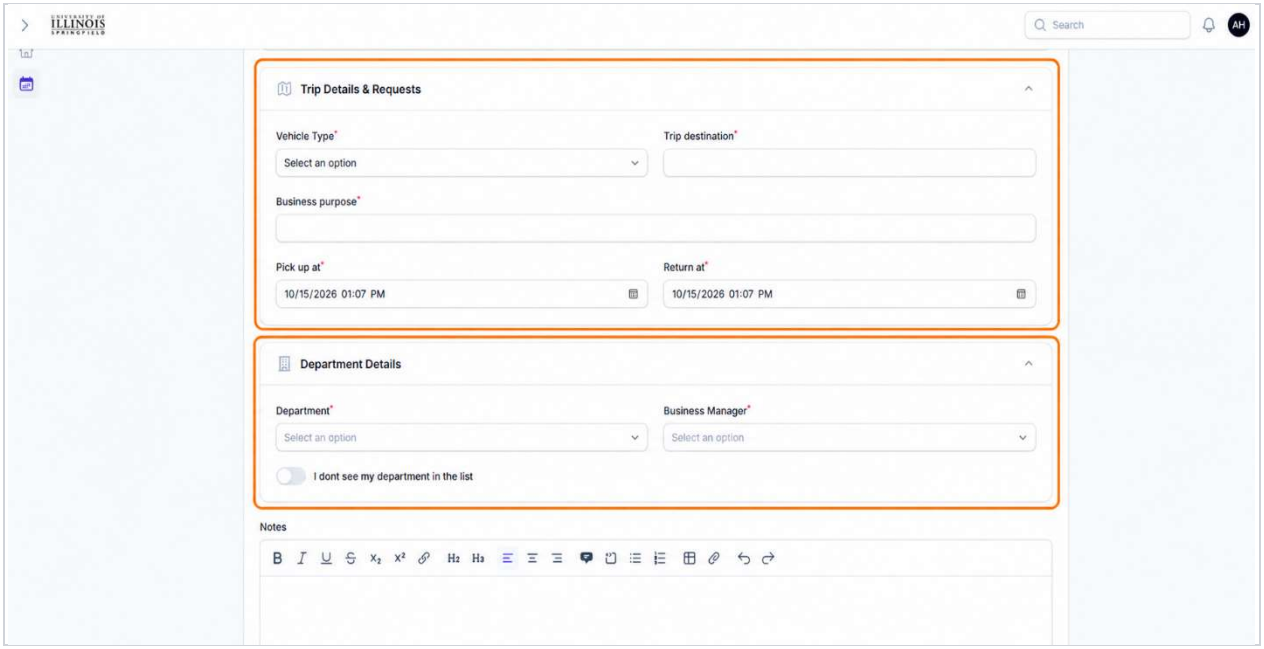
Step 4: Complete the Department Details section

This section identifies who is funding and authorizing the trip. The Business Manager entered here is who will receive the approval notification described above.

Field	Required?	What to enter
Department	**Yes ***	Select your department from the dropdown list.
Business Manager	**Yes ***	Select the business manager (or other person authorized to approve department funds) who should receive the approval notification for this reservation.

If your department is not listed, switch on “I don’t see my department in the list” and follow the additional prompts that appear.

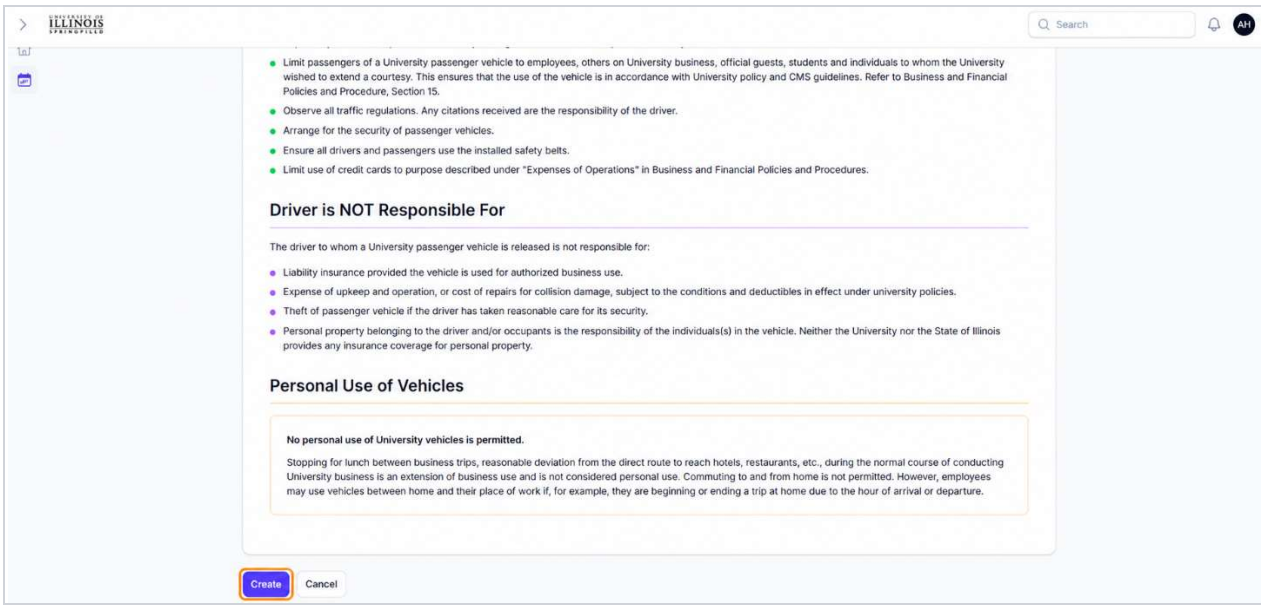
Optionally, use the Notes field to add any additional information Motor Pool staff or the business manager may need.



The highlighted Trip Details & Requests and Department Details sections.

Step 5: Review and submit

Scroll down to review the Driver Responsibilities, items the driver is not responsible for, and the Personal Use of Vehicles policy. When you have reviewed this information, select “Create” to submit the reservation, or “Cancel” to discard it.



Review the policy, then select the highlighted “Create” button to submit.

Personal Use Reminder

No personal use of university vehicles is permitted. Reasonable deviations during business travel (e.g., stopping for lunch, meals, or lodging) are allowed, but commuting to and from home is not, except when a trip begins or ends at an employee's home due to the hour of arrival or departure.

What Happens After You Submit

Once the reservation is created, it moves into an approval and processing stage. What happens next depends on who submitted the form.

If the Driver Submitted the Form

The reservation is routed to the selected business manager for CFOP approval, following the same notification and approval steps described below.

If the Business Manager Submitted the Form

Both the driver and the business manager receive an email notification confirming the reservation was created. The business manager then needs to:

- Locate the email notification in their inbox.
- Open the notification and review the reservation details.
- Approve the use of the vehicle/reservation.
- Enter the department CFOP so the trip can be properly charged.

The driver also receives a copy of the notification, so they can track the status of their request. Approving the reservation and entering the CFOP does not complete the process — it routes the request to Motor Pool, which reviews vehicle availability and approves it. Once Motor Pool approves the reservation, both the driver and the business manager receive another email confirming the reservation.

Quick Reference

- Motor Pool office hours: 8:00 AM – 3:00 PM.
- Keys must be picked up by 2:00 PM on the day of the reservation.
- Both the driver and the business manager are notified by email once a reservation is created.
- The business manager must approve the reservation and enter the CFOP before it is routed to Motor Pool.
- The reservation is not complete until Motor Pool reviews vehicle availability and approves the request.
- The driver and business manager receive a second email once Motor Pool approves the reservation.
- No personal use of university vehicles is permitted.