

State Fleet Vehicle Reservation Instructions

When requesting a reservation for the campus state fleet vehicles please use the following steps:

1. View the Fleet Vehicle Outlook Calendar for Availability.

To access the Fleet Vehicle Outlook Calendar select Calendar; select Open a Shared Calendar; type the Name of the Calendar for the specific campus fleet vehicle in the dialog box.

For example:

Fredericksburg Campus -Fleet FAC.

Locust Grove Campus.-Fleet LGC.

Daniel Technology Center -Fleet DTC.

To view the monthly calendar, select the month tab located at the top left hand corner.

After the initial request to view the Fleet Vehicle Calendar, it will become a short cut menu under My Calendars.

2. Complete a Vehicle Request Form.

The Vehicle Request Form is available under the shared drive. Select My Computer; Shared Drive; Public Folder; Business Office; Travel; Vehicle Request Form.

Complete the Vehicle Request Form and send an e-mail with the attached form to the appropriate fleet e-mail. The e-mail addresses are:

FLEETLGC@germanna.edu

FLEETFAC@germanna.edu

FLEETDTC@germanna.edu

If you should have any questions reserving a state fleet vehicle, please contact the appropriate campus.

Fredericksburg Business Office: (540) 891-3000.

Locust Grove Business Office (540)423-9030

Daniel Technology Center (540) 937-2900.