Requesting a Vehicle through Fleet Services
Before You Make a Fleet Services Request

• All drivers have been trained and certified
• A trip has been created through ProTrav
  • Tutorial for making a trip found [here](#)
Navigate to the UIowa website and click on “Faculty/Staff”
Select “Employee Self Service”
Login using your HawkID
Select the “Administration” tab
Click on “Fleet Services Requisition”
Select the option to “Start a new requisition”
Enter the general information regarding your trip. Remember, vehicles cannot be picked up outside of Fleet Services operation hours.
Enter the information regarding your destination and the purpose of your trip. **Be sure to identify which club you are involved with when entering your purpose.**
Select which type of vehicle you would like to take on your trip.
Larger vehicles will ask if you plan to haul a trailer of your own with your vehicle. If you are interested in hauling a trailer, select “Yes” and be prepared to enter pertinent information.

<table>
<thead>
<tr>
<th><strong>GENERAL TRIP INFORMATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vehicle will be picked up:</strong></td>
</tr>
<tr>
<td><strong>Vehicle will be returned:</strong></td>
</tr>
<tr>
<td><strong>Vehicle pickup location:</strong></td>
</tr>
<tr>
<td><strong>Destination:</strong></td>
</tr>
<tr>
<td><strong>Purpose:</strong></td>
</tr>
<tr>
<td><strong>I would like a GPS Navigation Assistance Device:</strong></td>
</tr>
<tr>
<td><strong>I would like an I-PASS transponder:</strong></td>
</tr>
<tr>
<td><strong>Type of vehicle requested:</strong></td>
</tr>
<tr>
<td><strong>I will be hauling a trailer with this vehicle:</strong></td>
</tr>
</tbody>
</table>
Be sure to read through the information provided about hauling trailers. Enter the information about your trailer where prompted. The information included on this slide is a sample, not figures you should use.
Each club will be required to have at least two divers for their trips, so be sure to add a second driver.
Select your driver type from the drop down menu. Selecting “Other” will require you to include additional information, so it is best to use student drivers.
You will now have to search the Fleet Services data base for your drivers.
Enter the Last and First names of your driver. If you know the student ID number of your driver that can be used as well.
When your driver has been found, select him or her as your user.
You will then need to enter your driver’s license number.
Select the age range of your driver from the drop down menu.
Select the state of your driver’s license. Out of state drivers will require a driving record check for a nominal fee set by their home state, so in state drivers are recommended.
The previous steps will now be repeated for all additional drivers.
Enter the number of non-driving passengers into your passenger info and select which type of passenger they are. If there is a coach riding along, select “Other” and enter “Coach” in the box provided.
You must change the primary contact for your request to the Sport Clubs Coordinator. Click “Employee Search” to make this change.
Search the name of the Sport Clubs Coordinator.
Click “Choose This User” when you have found the correct person.
Add yourself as the secondary contact for your Fleet Services Request.
Search for your own name within the UI Student search.
Click “Choose This User” when you have found yourself within the system.
Enter the MFK number as shown. Include your club’s individual number in the box for “SDEPT”
Route the form through Workflow.
If Rec Services is your default routing option, select the department and click “Continue”
If they are not your default department, select Rec Services from the drop down menu.
Select “Continue” to route the form through the proper approval levels.
Confirm your routing selections by clicking “Continue”
If you have additional vehicles to request, return to Fleet Services Requisition home and repeat the process.
Additional Points to Remember

• All drivers must be certified before they can be registered as a driver
• All out of state drivers must have their record checked at the club’s expense
• Vehicles cannot be picked up outside of Fleet Services hours of operation
• Act responsibly while operating Fleet Services vehicles, people notice anything marked “University of Iowa”
• Fleet Services information available at: http://www.uiowa.edu/~uifleet/