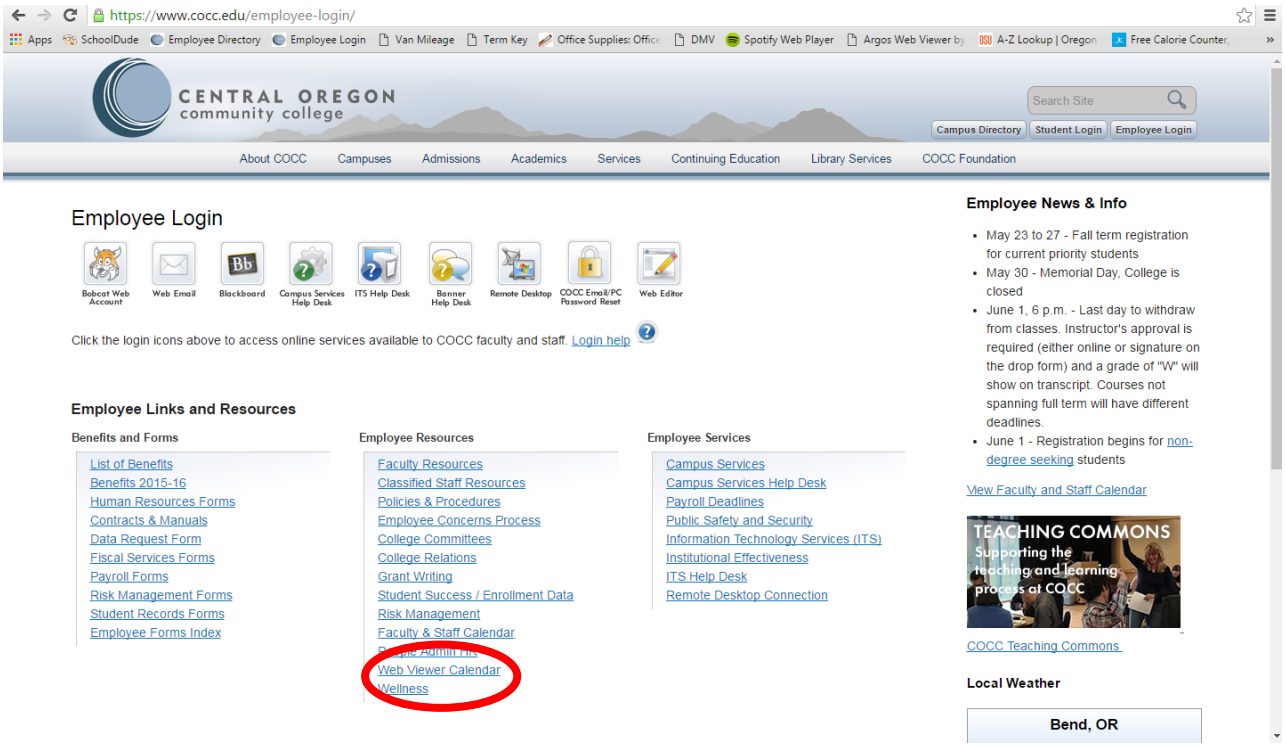
Campus Services

Webviewer - Vehicle Request User Guide

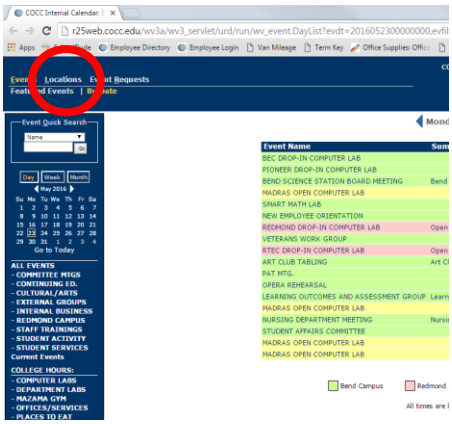
All drivers must have current COCC Driving Approvals. Fleet vehicles cannot be released without current COCC Driving approvals. Applications must be submitted at least 14 days in advance before date requested. If you have any questions, please call Campus Services at 541-383-7775. Reservations are only accepted for the current term and the following term. Reservations open up approximately 4 weeks before the start of term. Administrative Assistants and others will be notified by e-mail when reservations open up.

Step 1: Go to the Employee Login screen

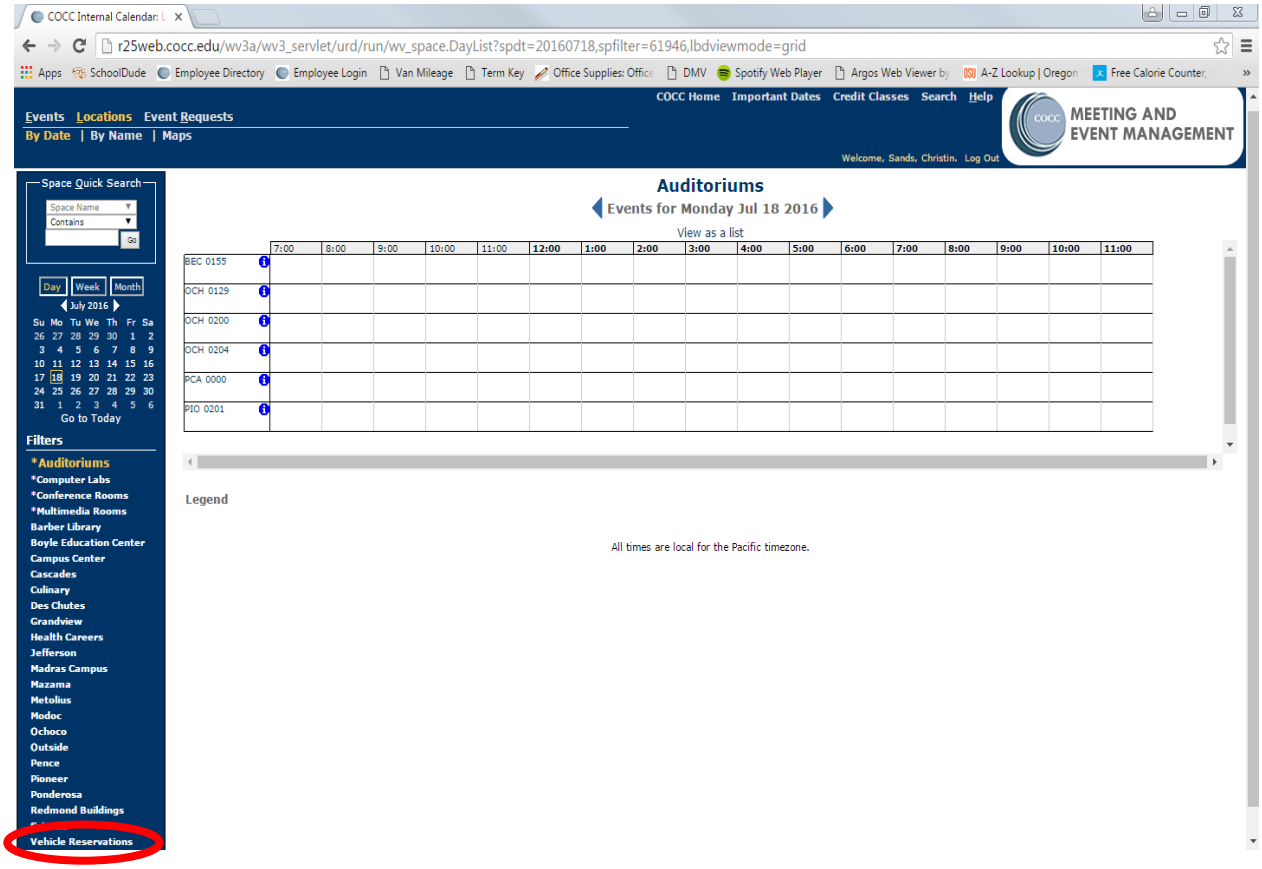
Step 2: Click on the Web Viewer Calendar



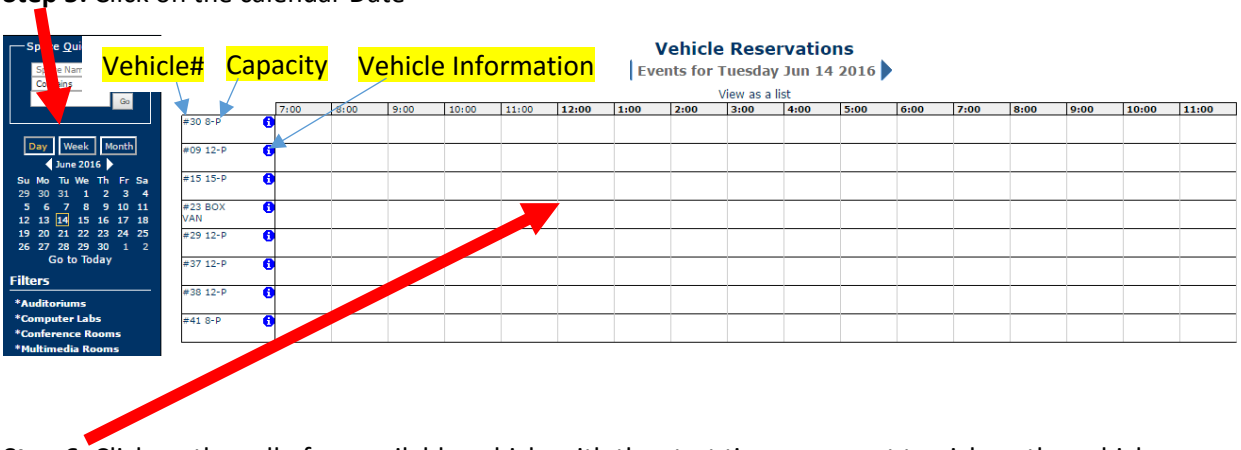
Step 3: Click on Location



Step 4: Click on Vehicle Reservation

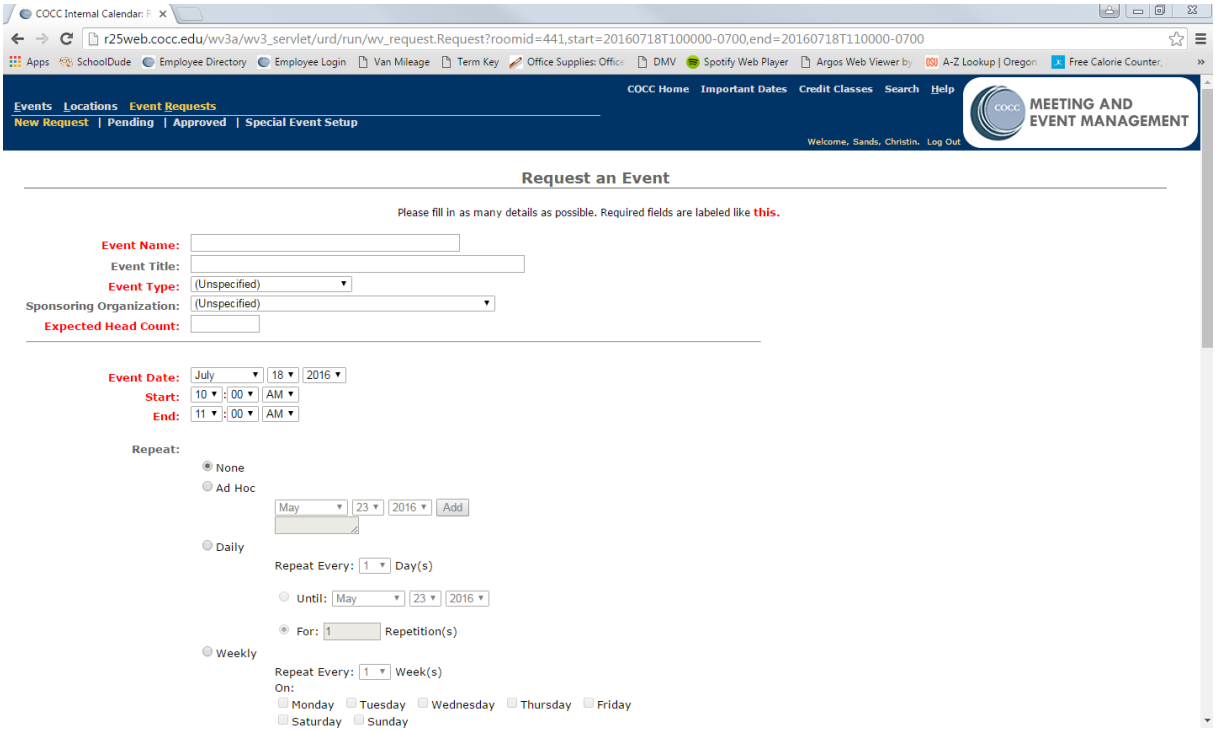


Step 5: Click on the calendar Date



Step 6: Click on the cell of an available vehicle with the start time you want to pick up the vehicle.

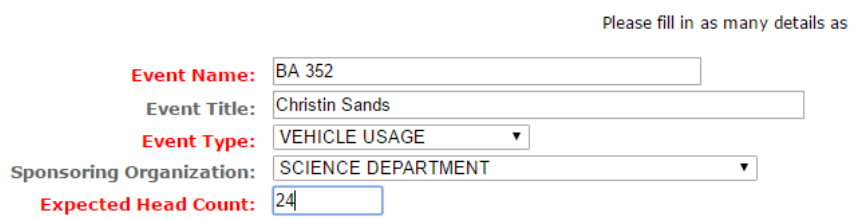
You will then be redirected to this form:



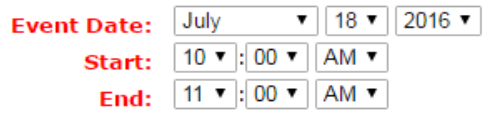
Step 7: In this initial section you will be putting in your information:

- **Event name:** Class name
- **Event Title:** Instructors Name/ Drivers Name
- **Event Type:** Vehicle Usage
- **Sponsoring Organization:** Department
- **Expected Head Count:** Total students in class you will be transporting (even if you need two vehicles please put total number of students, the scheduler will separate later)

Example:



Step 8: Enter in the scheduled dates and length of your trips:



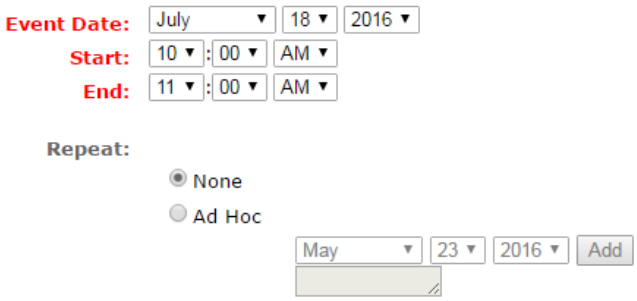
a. **Event date**: Confirm this is the starting date
b. **Start**: The time you want to pick up the Vehicle
c. **End Time**: When you will be dropping the vehicle off

Step 9: Under **Repeat** you will determine the length of our trip(s).

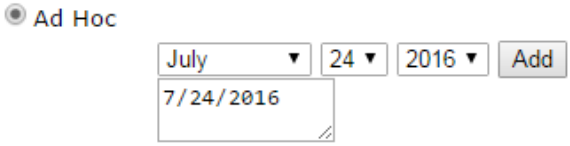
Choose the following:

- None – 1 time trip
- Ad hoc – Multiple times but different days or overnight
- Daily – Overnight trip
- Weekly – Term usage

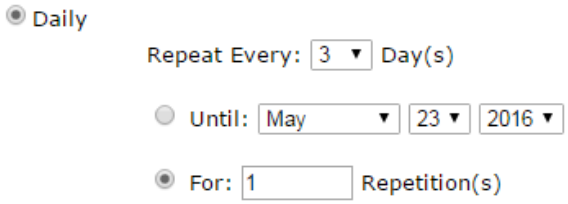
None: select this option if you are only going one day, one trip.



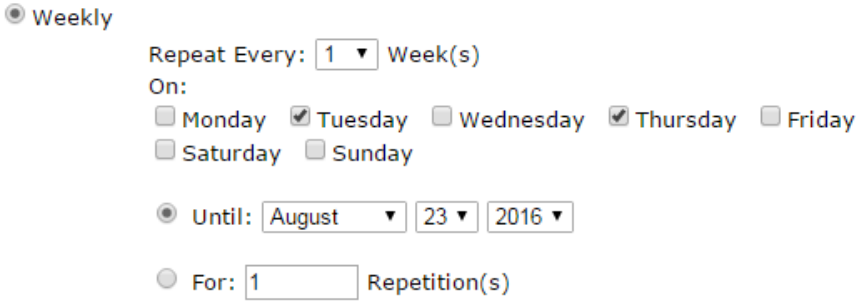
Ad Hoc: Same class and trip but different days (Find the date you want and press add, you can add multiple days, this can be useful for term reservations or 2-10 trips with in the term)



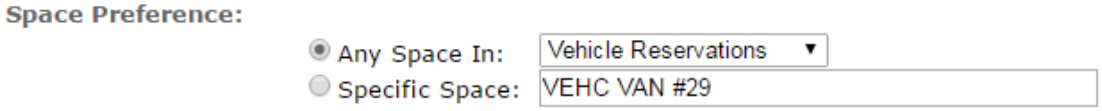
Daily: Overnight trips: Repeat Every ___ Days for however many days you will be gone and select for: 1 Repetition. (Note: Please make a notation in the comments you are submiting an overnight request, how many days you will be gone as well as the date and time of return)



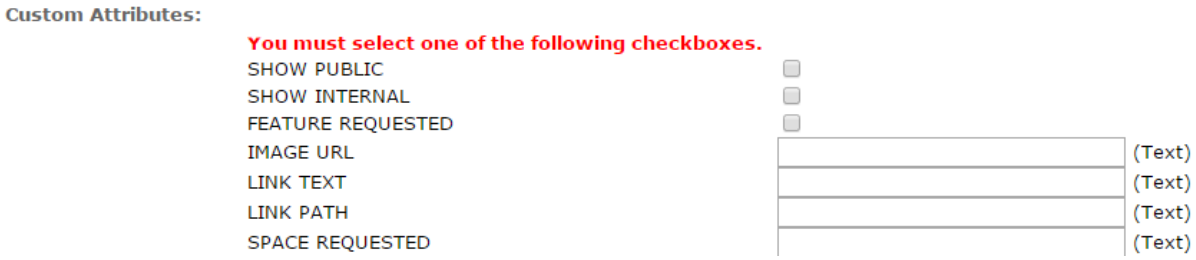
Weekly: This would be used for a term reservation for a class that goes repetetively on the same day each week. You can choose either Until the last class date or however many repitions you would like. If there are certain dates in your class you are not going please note the dates in the comments.



Step 10: Choose either a **Specific Space** (use a vehicle number) or choose **Any Space In: Vehicle Reservations** (if you are taking multiple vehicles). If you do have specific vehicle request, please include this in the comments at the bottom. *Remember vehicles are subject to change at any time.*



Step 11: Skip this section and move on the Comments

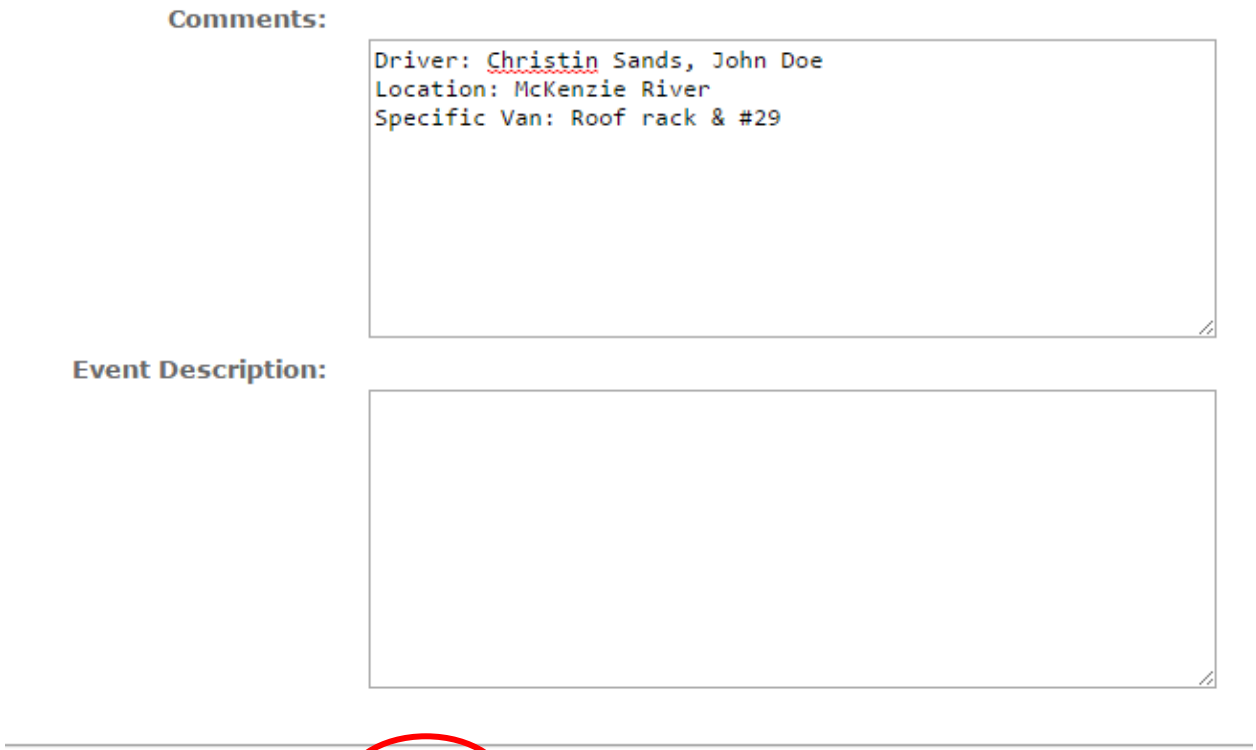


Step 12: in the comments, please include the following information for the reservation:

- Location
- Driver, if more than one
- Vehicle type or specific vehicle request

- Special vehicle needs
- **Term Reservations: Dates Vehicle is not needed**
- If you need an additional Vehicles

Example:



Step 12: Submit

You will receive a confirmation your request has been submitted, however you will need to wait until you receive a second confirmation from Campus Services assigning you a vehicle.

Please contact Campus Services if you have any questions 541-383-7775

FAQ:

- **How do I create another reservation?**
    - After you click Review and Submit then there will be an option to request another vehicle, or you can go back to the front page and click on the next time.
- **When are Term Reservations available?**
    - 4 weeks before the start of the term
- **How do I request a specific vehicle?**
    - You can add the information into the notes of your reservation, however specific vehicles are not guaranteed
- **How do I request access to submit a vehicle reservation?**
    - Please contact your department Administrative Assistant or Campus Services.
- **What if all the vehicles are all in use?**
    - You will need to use either a Hybrid or Enterprise rental.
- **Who do I contact for Hybrid Rentals?**
    - Kevin Miller in Automotive, they offer a few Hybrid vehicles which seat 4 people.
- **Who do I contact for Enterprise Rentals?**
    - Your department Administrative Assistant can obtain the COCC Enterprise account code and reserve a vehicle for your after confirming an Approved Driver.
- **How do I find vehicle specifications?**
    - On the Webviewer vehicle page, next to the vehicle number you will click on the blue circle with an I in the middle. A window will pop up that shows vehicle information.
- **Please contact Campus Services if you have any additional questions 541-383-7775**