1. OVERVIEW

In 2008, Fleet Management Division created the Fleet Management Calculator, also referred to as the Trip Optimizer as a travel planning tool for agencies. The online tool allows state agencies to compare different transportation sources for state employees when vehicle travel is required. Agency planners can determine the best option by comparing personal vehicle reimbursement travel rates with the cost of utilizing daily-fleet rental options.

The following steps are designed to assist individuals with the Fleet Management Calculator (Trip Optimizer) system. This system can be utilized two different ways (https://www.ok.gov/dcs/calculator/welcome.php):

- Mileage reimbursement or vehicle travel cost estimate, which does not require creating a user account

- Online vehicle reservation from Fleet Management, which does require creating a user account

Welcome to the DCAM Fleet Management Calculator

There are two ways to utilize the Calculator:

1. To estimate the cost of travel either for:

- general trip planning, or;
- mileage reimbursement.

YOU DO NOT NEED TO REGISTER TO USE THE CALCULATOR JUST FOR THE TRAVEL COST ESTIMATES

... just go to: https://www.ok.gov/dcs/calculator/index.php (no login and password are necessary)

2. To reserve Fleet Management vehicle online.

- Read Instructions,
- Set up an account by clicking First Time User,
- Log in on the left-top corner of this page.

Registering with the Calculator implies compliance with the Driver Responsibility Certification (both by a driver and an agency fleet / travel administrator)

Notes:

- Using a private vehicle for state business has its risks – there is no property damage coverage. Fleet Management recommends utilizing the State's Daily Rental motor pool at Fleet Management, OU, OSU, and/or utilization of vendor(s) listed on the SW771 Daily Rental contract.

- Registering with the Fleet Calculator implies compliance with the Driver Responsibility Certification, CAM-FORM-FM-015C (both by a driver and an agency Fleet / Travel Administrator). Send the completed 015C forms via email to fmd_trip@omes.ok.gov.

2. TRAVEL ESTIMATES

Application Address: https://www.ok.gov/dcs/calculator/index.php

Note: Drivers do not need to register to use the calculator just for the purpose of travel cost estimates.

2.1. Filling out Form Fields

The following information is required in order to achieve a fairly accurate travel cost estimate:

2.1.1. Select Agency

Select the driver's agency from the drop-down list

2.1.2. Address

Enter the travel starting point to properly assess the distance; this information allows the system to provide a cost of travel estimate to the nearest rental location

2.1.3. Distance

One way distance to the location: MapQuest and ODOT links help with mileage estimates (Check In-State Mileage) (Check Out-of-State Mileage). The Calculator doubles the figure for a round trip. If the trip's agenda includes more than one destination, a driver must calculate the distance for the entire trip, divide it by two and enter the result to the Calculator.

2.1.4. Schedule

Enter a pick-up and a drop-off date and time.

Note: One day trip is counted as 24 hours, e.g. picking a vehicle up on Monday at 12 pm and dropping it off on Tuesday at 10 am is one day. If the car is dropped off on Tuesday at 2 pm instead, two days are counted.

The Calculator provides results based on current and future dates - it is not possible to find out what the rates were in the past.

2.1.5. Vehicle Class

Select applicable vehicle class.

Note: Do not choose a vehicle class corresponding to a vehicle personally owned and utilized based on personal preference; instead, choose the smallest class of vehicle needed to conduct the business trip (sufficient for the purpose of the trip), e.g. compact or mid-size passenger is an appropriate choice of vehicle class for one person to travel to Tulsa.

2.2. Reading Results

2.2.1. Fuel Cost is updated daily (business days), each morning at the start of business, to reflect actual cost. Fuel prices are an average Oklahoma statewide price provided by AAA (American Automobile Association) for 87 Octane Unleaded.

2.2.2. All rates include cost of fuel as part of the rental and mileage rates or as a fuel estimate applied to each class of vehicle based on average EPA fuel economy specific to the vehicle class (rate structure differs by the vendor listed in the calculator).

2.2.3. Results for Fleet Management Daily Rental are live. The calculator displays the classes of vehicles that are actually available for rental on the selected date and time. Results for all other vendors are static. Agencies must call a vendor's closest location to confirm vehicle availability.

2.2.4. Results for Mileage Reimbursement

2.2.4.1. IRS mileage reimbursement rate has a fixed total cost regardless of vehicle class fuel economy.

2.2.4.2. IRS rates tend to change at most every six months.

2.2.5. Date stamp of the estimate is provided once the results are printed; (date stamp is located on the right-bottom corner of the page)

2.3. Understanding Discrepancies

The cost of an actual business trip may differ from the original estimate because of:

2.3.1.   Actual miles driven,

2.3.2.   Actual fuel cost change (see 2.3.1) or utilized fuel site cost differs significantly from the average,

2.3.3.   Actual vehicle drop off date and time differs from original schedule calculation. (see 2.2.4),

2.3.4.   Rate(s) changed (rates changes may occur with a fiscal, calendar or SW771 period year).

2.4. Printing

If needed, click "Print" button for friendly print page.

3.   RESERVING FLEET MANAGEMENT VEHICLE

3.1. Overview

State agencies have the convenience of making reservation of a Fleet Management vehicle online.

- Only approved users can reserve and rent vehicles from Fleet Management Daily Rental. An approved user is a person authorized by both an agency and Fleet Management to rent vehicles.

- Unless the Fleet Management Daily Rental Administrator recognizes a user name and agency, a user registration request will be verified with an agency's primary Fleet Administrator.

- When Fleet Management is aware that an agency authorizes only a single Fleet Administrator to reserve a vehicle for its employees, individual applications to create user accounts are denied.

3.2. How to Register as an Authorized User

3.2.1.   Go to https://www.ok.gov/dcs/calculator/index.php

3.2.2.   Click on "First Time User"

3.2.3. Enter the business email address at which you will receive emails from the FMD Calculator and click "Next".

Fleet Management Calculator First Time User

If you have logged in successfully before to this application, please use your login account information you provided previously to login to this application utilizing the login area provided to the left.
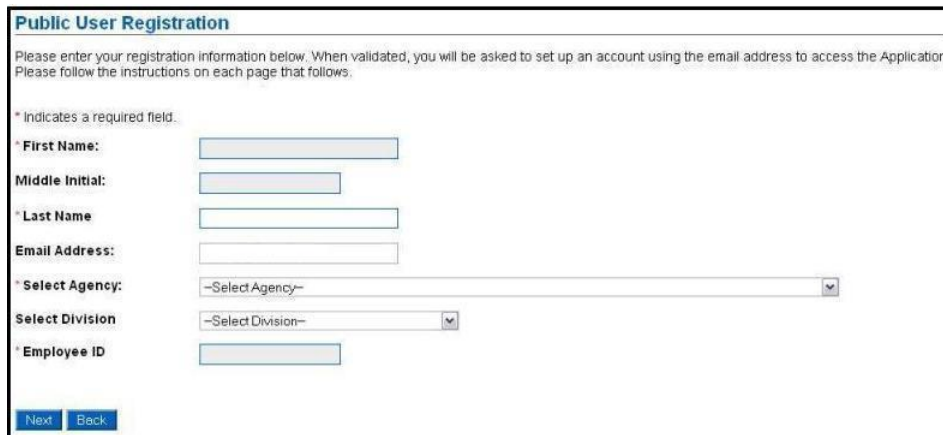
If you are a first time user to this application, please enter an email address below that you would like to use to set up a login and passsword to have access to the **Fleet Management Calculator** application.

* - Indicates required field
* Enter an email address:

[Next] [Back]

3.2.4. Enter your registration information including: first name, last name, agency and division names, and employee ID, then click "Next".

Public User Registration

Please enter your registration information below. When validated, you will be asked to set up an account using the email address to access the Application. Please follow the instructions on each page that follows.

* Indicates a required field.

* First Name:

Middle Initial:

* Last Name

Email Address:

* Select Agency: --Select Agency--

Select Division   --Select Division--

* Employee ID

[Next] [Back]

3.2.5. Enter user information, create a Login ID and password, select security questions and answers, and click "Submit".

Fleet Management Calculator Account Setup

You will need to set-up an account to access the Fleet Management Calculator. Please enter the information required below to continue.

* Indicates Required Field

User Information:

* First Name:
Middle Initial:
* Last Name:
* Email:
* Re-Enter Email:
* 10-Digit Phone: (digits only)

Create Login Information:

You will be required to reset your password every **90 days**.

Your Login ID:

- Is NOT case sensitive.
- Must be between **8 and 15 characters** long.

Your Password must:

- Be between **8 and 15 characters** long.
- Not based on anything somebody could easily guess (birth date, telephone number, etc.).
- Be free of consecutive identical characters or digits.
- Not be all-numeric or all-alphabetical characters.
- An example of a valid password is A9f3Z4b0.
- Password IS case sensitive.

* Create Login ID:
* Create Password:
* Re-Enter Password:

Security Questions:

* Question 1: —Select a Security Question
* Answer 1:
* Question 2: —Select a Security Question
* Answer 2:

Submit   Back

3.2.6.   Account Activation – Phase I

After the account registration is submitted, an activation email is automatically sent to the user. Click on the "Activate Account Link".
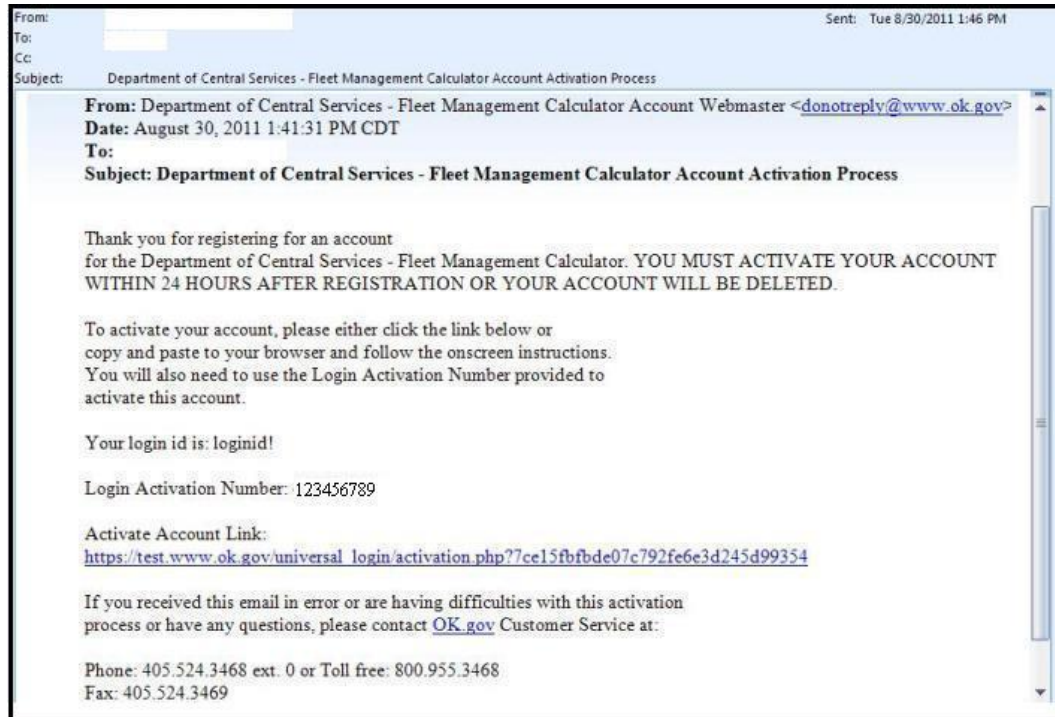
3.2.7.   Account Activation – Phase II

Enter the Login Activation Number listed in the email and click "Submit".

3.2.8.   Account Activation – Phase III

The Fleet Calculator System Administrator will confirm validity of the user's account upon submission of the Login Account Activation and an account activation confirmation email will be sent to the user.

3.3. Accessing the Vehicle Reservation System

3.3.1. Enter Login ID and Password and click "Sign On".

3.3.2. Confirm current employment with the agency and the division.

Note: Completion of this step prior to each vehicle reservation is critical for security purposes to ensure confirmation of an individual's employment with the State, the employing agency and division.

Are you still working with the **Fleet Management** division of **Managenet and Enterprise Services, Office of - OMES** agency?

[Yes] [No]

3.3.2.1. "Yes" – leads to the Trip Calculator Reservation home screen.

Note: Intentional and false attestation may be considered fraud.

3.3.2.2. "No" - leads to the user's profile where the agency and/or the division change is possible. Note: Any changes to the user's profile require approval by the Fleet Management Calculator System Administrator before a new reservation is possible and the user's account status is changed to "pending".

Edit Profile

* Indicates a required field.

* First Name:	Abc
Middle Initial:	
* Last Name	Xyz
* Email Address:	abc.xyz@omes.ok.gov
* Select Agency:	0090:Management and Enterprise Services, Office of - OMES ▼
* Select Division	296:Fleet Management ▼
* Employee ID	123456

Update   Cancel

3.4. Reserving Fleet Management Vehicle

   3.4.1.   Click "Search Car" (step 3.3.2.1).

   3.4.2.   Enter the required information (as presented in step 2.1) and click "Calculate".

      Note: If no particular class is selected, all travel options are displayed along with a description and cost.

   3.4.3.   Select desired FMD vehicle by clicking the circle next to the class definition, and clicking "Reserve Selected Vehicle".

Results :

Number of Reservation Days*: 1

Average Miles Per Reservation Day: 50.000

* Reservation Day based on 24 hour clock

Fleet Motor Pool with fuel :   http://www.ok.gov/DCS/Fleet_Management/FM_Daily_Rental/index.html
Nearest Location: Main Office 317 N.E. 31 Street Suite A, Oklahoma City OK 73105 / Pick up location travel: 0 Miles Away (Map) / $0.00 *

	Class Definition	Class Description	Total Cost
○	PASSENGER, MIDSIZE	Fusion, Malibu, Taurus	$28.54

Reserve Selected Vehicle

Enterprise :   http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=OKA5199
Nearest Location: OKC DOWNTOWN 1615 N. Broadway Ave., Oklahoma City OK 73103 / Pick up location travel: 1.2 Miles Away (Map) / $1.34 *

Class Definition	Class Description	Total Cost **
PASSENGER, MIDSIZE	Ford Fusion, Mazda 3, Chevy Malibu, Dodge Advenger, Chevy Cruz, Nissan Sentra	$38.31

3.4.4. Submiting a reservation - two options:

3.4.4.1. When the person making the reservation <u>is also</u> the driver:
select location, check the box, provide phone number, and enter notes (if any)

3.4.4.2. When the person making the reservation <u>is not</u> the driver:
select location, provide a driver name and phone number, and enter notes (if any)

Note: "Reserved For" - the driver's employee ID has to be in the fleet system for the reservation to go through; email fmd_trip@omes.ok.gov prior making a reservation to establish the new driver in the fleet system and to generate PIN for fleet card

ERROR
The following error(s) have been found:
  Your reservation could not be completed as Employee Number 987654 does not exist.

3.4.5.   Perform a final review of your submission and click "Complete Reservation".

First Name:	Tom
Last Name:	Bogdanowicz
Agency:	0090: Management and Enterprise Services, Office of - OMES
Select Division	296: Fleet Management
Location:	Main Office
Total One Way Miles:	25
Date of Pickup: 01/15/2014	**Time of Pickup:** 7:30
Date of Return: 01/15/2014	**Time of Return:** 16:00
Class of Vehicle:	Passenger, Midsize
Description of Vehicle:	Fusion, Malibu, Taurus
Reserved For (empl ID):	987654 □ check the box if reservation for self
Driver contact phone #:	4055212206 **Driver Name:** DEF TUW
Notes	Mr. TUW may return a vehicle after hours

[Back] [Cancel] [Complete Reservation]

Note: Withdrawal of the submitted reservation within just 24h to the pickup date and time will result in a fee equal to one day rental.

3.4.6.   User will receive an email stating the summary of the pending reservation.

3.4.7.   The Fleet Management Calculator System Administrator approves or denies reservations. Upon approval or denial of the reservation, user will receive an email confirming the new status of the reservation.
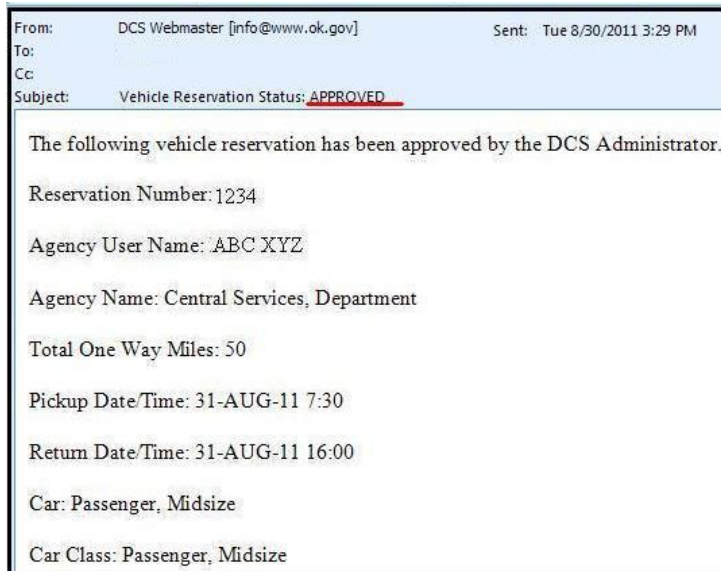
3.5. Reservation Cancellation

Cancelation of an approved reservation cancellation shall be submitted within 24 hours prior to the reservation pick-up date and time. An agency will be charged the daily rate for the applicable vehicle class for failure to cancel a reservation prior to the scheduled pick-up time (see figure under section 3.4.5.).

3.5.1. From the Trip Calculator Reservation home screen click "My Reservations" (see 3.2.2.1).

3.5.2. Click "Search" or enter reservation number and click "Search"

3.5.3. Click the circle next to your reservation and click "Cancel Selected Reservation".

3.5.4. Review the reservation and click "Cancel This Reservation"

3.5.5. Confirm cancellation by clicking "OK".

3.6. Special Reservation – Fleet Management Wrecker

State agencies have the convenience of reserving the Fleet Management wrecker online (per section 2.1)

Select The Class Of The Vehicle :
Wrecker	▾

3.6.1.   Wrecker service is available to OKC metro located state agencies.

3.6.2.   Wrecker service is available to the vehicle owning agencies relating to their light duty fleet only.

3.6.3.   The primary focus of the FMD Wrecker service is assistance with towing vehicles to

- State Surplus Auction, and

- FMD service facility (for mechanical repairs).

   Note: For accidents and emergencies agencies are required to call a private wrecker

3.6.4.   FMD Wrecker can only be operated by FMD driver (when making reservation, per 3.4.4.1, please check "reservation for self" box)

   Note: If an agency selected reservation date and time cannot be accommodated by FMD, a

   requester will be contacted to establish an alternative schedule of service

3.6.5.   When calculating the distance traveled as described in section 2.1.3, take into consideration that the FMD Wrecker mileage starts from the FMD facility

3.6.6.   When calculating the distance traveled as described in section 2.1.3, take into consideration that the final rout of travel may be different due to construction zone, traffic, wrecker maneuverability, complexity of the job (i.e. multiple vehicles needed to be transported to State Surplus).

4.   UPDATES AND REPORTING

To report system issues, request adding new agency driver, or for any other inquiries, please contact Daily Rental Office at:

- Email: fmd_trip@omes.ok.gov (fmd_trip@omes.ok.gov)

- Phone: 405-521-2206