

# Office of Fleet Management

# Motor Pool Instructions

Creating an Operator ID  
Making a Reservation



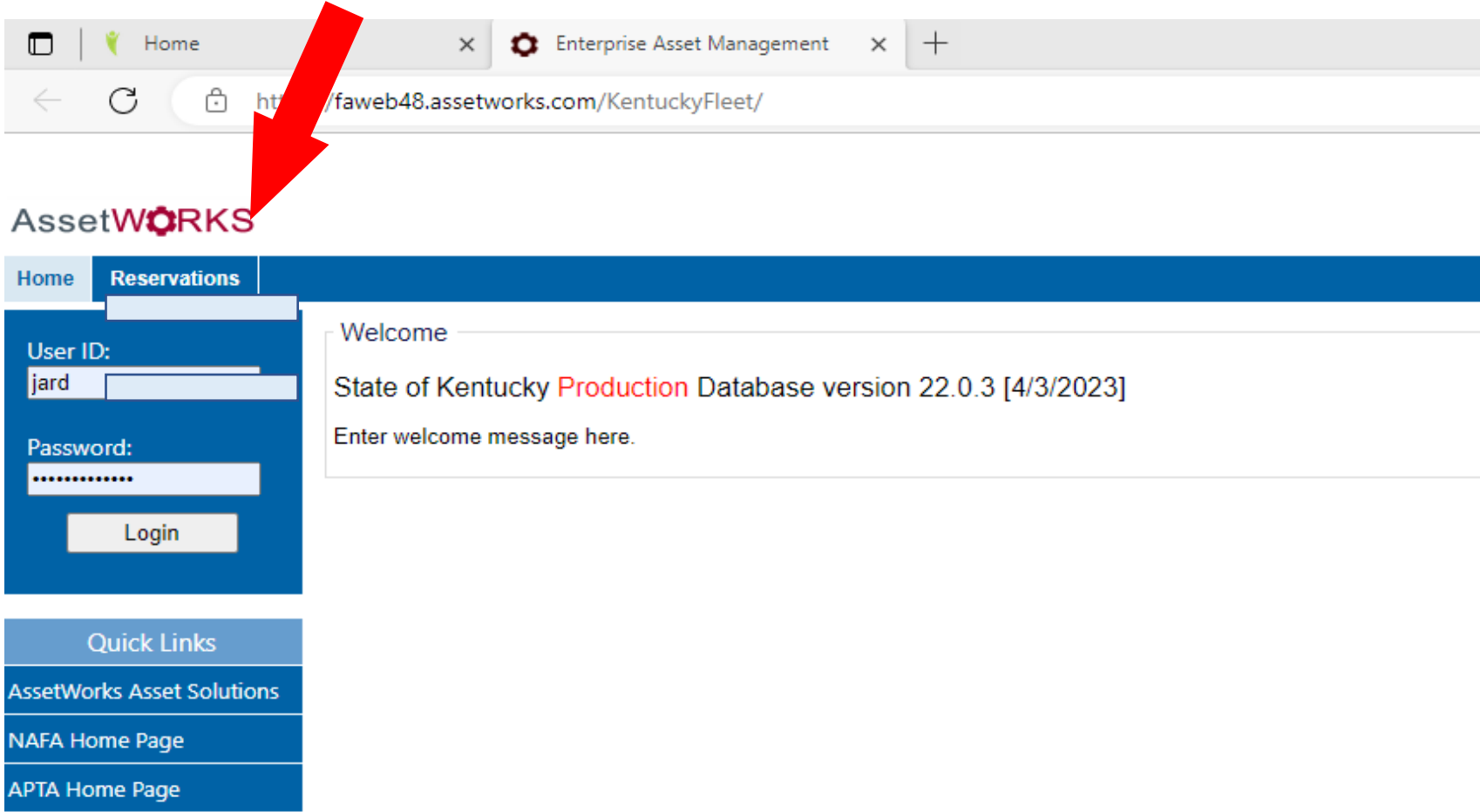
# Motor Pool Web-Based Reservations

(See your agency HR Rep for your KHRIS ID)

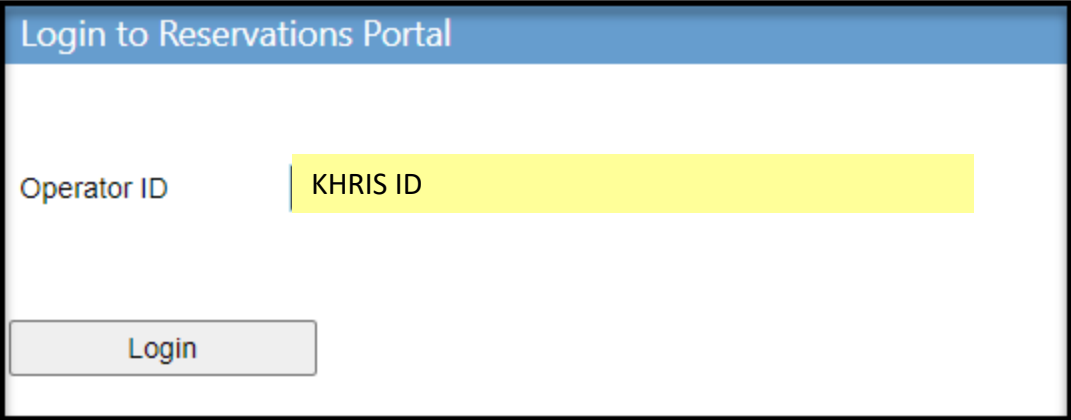
The screenshot shows the KHRIS Home page. At the top left is the KHRIS logo and 'Home' link. A navigation bar includes 'Home', 'Employee Self-Service', 'Manager Self-Service', and 'Employee Suggestion System'. Below this is a banner for the Kentucky Local History Trust and 'MyPURPOSE' with the tagline 'Grow. Learn. Lead. Serve.'. A message bar says 'Need Help? Attention! Chrome browser users click here.'. The 'Employee Self-Service' section contains a grid of 20 tiles. A red arrow points to the 'Fleet Management' tile, which features a car icon. Other tiles include 'Time Recording', 'Salary Statement', 'Election for Online W-2', 'Online W-2', 'W2 Reprint Request', 'Tax Withholding', 'State Employee Travel', 'Kentucky Public Pensions Authority Member Self Service', 'Leave Balance Overview', 'Time Statement', 'Enrollment Overview', 'Ky Deferred Comp', 'Dependents and Beneficiaries', 'Life Insurance Beneficiary Change', 'Personal Profile', 'Position Description', 'Who's Who', 'MyPANs', and 'Worklist'. A footer bar contains links for 'Documents in Demand (Forms)', 'Tutorials/Guides/Time Recording Resources', 'Employee Handbook', and 'W2 Information'. Below the footer is the 'Manager Self-Service' section.

On the KHRIS Home page, click the Fleet Management tile.

From the AssetWorks Home page, click the select the “Reservations” tab.



Enter your KHRIS ID (See agency HR for this info).




Login to Reservations Portal

Operator ID

Login

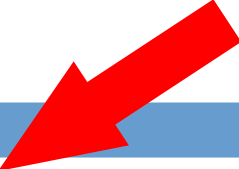
# Click the **Update My Info** button to enter your eMARS accounting template and Department Number.

Reservations 

My Info	
Operator ID	SW
Name	<input type="text"/>
Department ID	750
Account ID	
License Expiration Date	04/11/2026
Email Address	
Mobile Phone	Work phone

What Do You Want To Do?

<b>Update My Info</b>	New Reservation
Logoff	



Remove the words “FLEET” and the “Department ID,” to search for your template or name of the template in eMARS.

Enter or search for your eMARS Account Template and your eMARS Department ID.

1 - Click the **Save** button

2 - Click the **Back** button

Operator Details

Operator ID SW

Operator Information

Name

License Expiration Date 04/11/2026

eMARS Account Template FLEET FLEET MANAGEMENT - NOT BILLABLE

Department ID 750 FINANCE - OFFICE OF THE SECRETARY

Contact Information

Address ID

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Mobile Phone

Work Phone

Email Address

Back Save

Select eMARS Account Template

Account ID Starts with: 32073 item(s) found

0 1 4 5 7 A B C D E F G H I J K L M N O P Q R S

T U V W X Y

And Account ID contains:

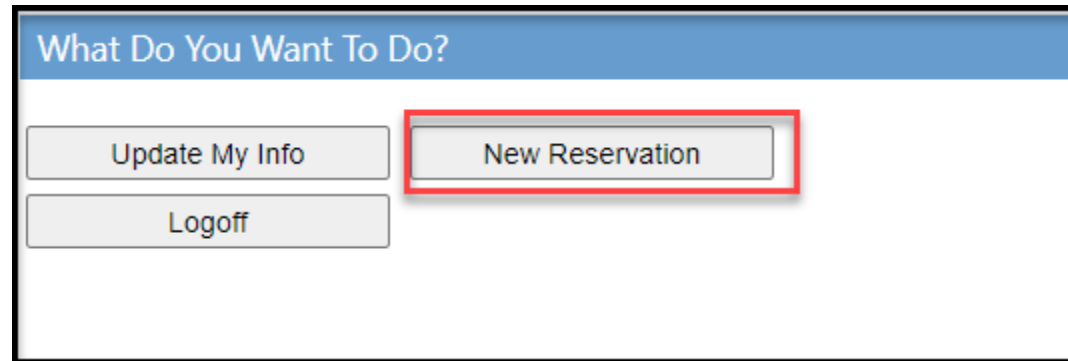
Search Reset

Account ID	Name	Department ID
ELIT24	LABOR - INFORMATION TECH & SUPPORT SERV	
ELITA	EDUCATION - INFORMATION TECHNOLOGY	
ELOSA	LABOR - SECRETARY'S OFFICE	
ELWC24	LABOR - WORKERS CLAIMS- LEGAL DIVISION	
00200	BOARD OF ARCHITECTS	
00205	BOARD OF LANDSCAPE ARCHITECTS	
00235	KENTUCKY STATE FAIR BOARD - PARKS USE	
002410	EKCC 0100	
002413	EKCC 1300 FUNDS	
0024MD	EKCC MEDICAL	

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Next

Click the **New Reservation** button.



Enter the **Pickup** date time and the **Return** date time.

Click the **Select** button, next to the “**Type Available**” of vehicle you wish to reserve.

Pickup Location  
MP - MOTOR POOL

369 WARSAW ST.  
FRANKFORT  
KENTUCKY  
40601  
Phone: 502-564-2260 Fax:

Reservation for SW:  
Department: 750 - FINANCE - OFFICE OF THE SECRETARY

Pickup  
05/03/2023 13:10

Return  
05/04/2023 13:10

Back

**TYPES AVAILABLE TO RESERVE**

FTM2VC-ALT MP - 1/2 TON VAN CARGO - ALT	Capacity: 0	Select
FTM2VC-GAS MP - 1/2 TON VAN CARGO - GAS	Capacity: 0	Select
FTM3VC-ALT MP - 3/4 TON VAN CARGO - ALT	Capacity: 0	Select



# Verify the information and click the **Confirm** button.

(An email confirmation should be sent to your inbox.)

Pickup Location  
MP - MOTOR POOL ▼ [ Change ]

369 WARSAW ST.  
FRANKFORT  
KENTUCKY  
40601  
Phone: 502-564-2260 Fax:

Reservation for SW: ...  
Department: 750 - FINANCE - OFFICE OF THE SECRETARY

Pickup  
05/03/2023 13:10

Return  
05/04/2023 13:10

Account ID  
FLEET ... FLEET MANAGEMENT - NOT BILLABLE

Vehicle type: FTM2VC-ALT [ Change ]  
MP - 1/2 TON VAN CARGO - ALT

Capacity

Destination

Reservation Note

Please select a Start and End Date and the Type of Vehicle you require.

# To cancel, click the **Cancel Reservation** button.

Your reservation has been created. If this is your first reservation please reach out to your Supervisor for approval. Be sure to take you reservation number and driver's license verification. Once verified the reservation will be ready for dispatch.  
New reservation 359 saved with status CONFIRMED.

Notes	Reservation ID	359
<b>Cancel Reservation</b>	Status	CONFIRMED
Printer Friendly	Confirmation Code	196200

Pickup Location:  [\[ Change \]](#)

369 WARSAW ST.  
FRANKFORT  
KENTUCKY  
40601  
Phone: 502-564-2260 Fax:

Pickup:  Return:

Account ID:   FLEET MANAGEMENT - NOT BILLABLE [\[ Change \]](#)

Destination:

Reservation for SW:

Department: 750 - FINANCE - OFFICE OF THE SECRETARY

Vehicle type: FTM2VC-ALT [\[ Change \]](#)  
MP - 1/2 TON VAN CARGO - ALT

Capacity: