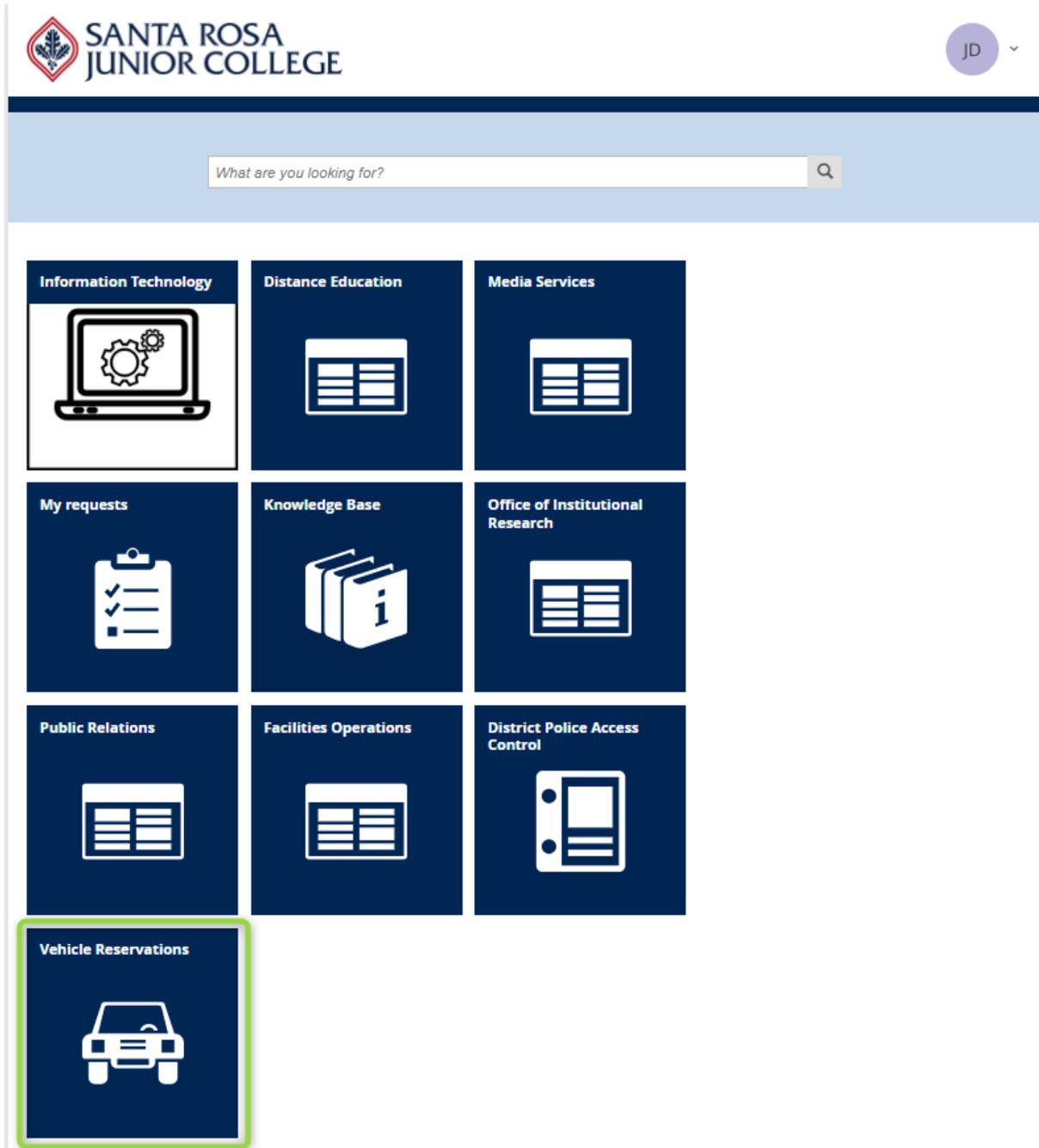


 Vehicle Reservation Management System
Santa Rosa Junior College



How to create a new Vehicle Reservation

1. Login to the Self-Service Portal, srjc.topdesk.net and look for the new "Vehicle Reservations" tile in TOPdesk (see tile highlighted in green below).



2. Select the New Vehicle Reservation tile to create a new reservation.

The screenshot shows the user interface for the Santa Rosa Junior College vehicle reservation system. At the top left is the college logo and name. A search bar is present with the placeholder text "What are you looking for?". Below the search bar is a breadcrumb trail: "HOME > VEHICLE RESERVATIONS". The main heading is "Vehicle Reservations". There are two columns of options. The left column is for users who are already approved drivers, and the right column is for users who need to become approved drivers. The "New Vehicle Reservation" tile is highlighted with a green border. It features a car icon and text stating that reservations must be submitted at least 2 weeks prior. The "Approved Driver Request" tile features an icon of three people and text explaining that approved drivers can request the use of SRJC vehicles. The "My Reservations" tile features a calendar icon and text for viewing and editing existing reservations.

SANTA ROSA JUNIOR COLLEGE

JD

What are you looking for?

HOME > VEHICLE RESERVATIONS

Vehicle Reservations

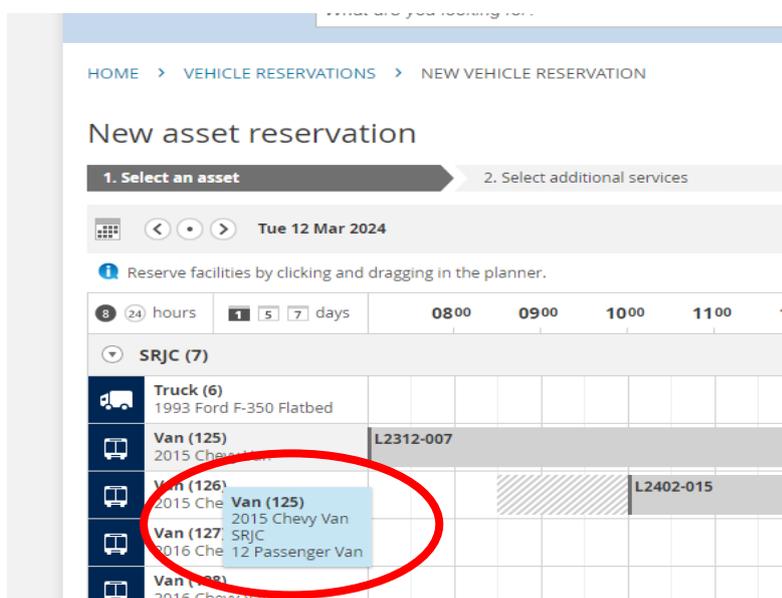
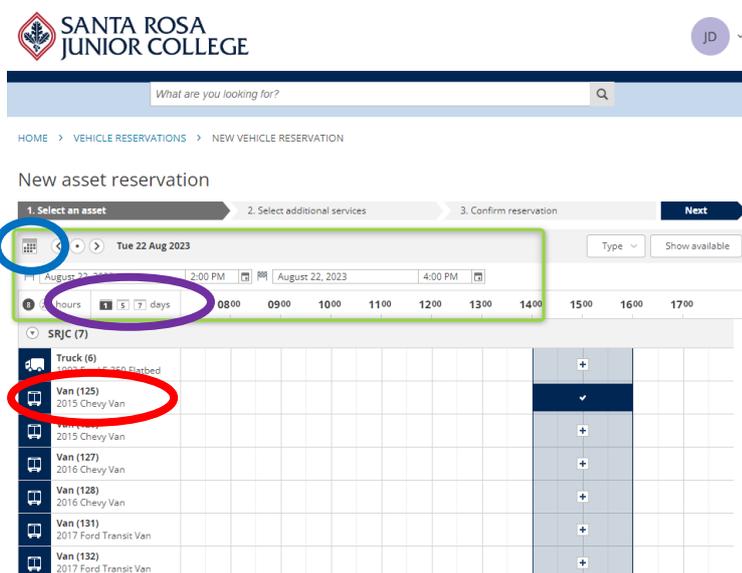
Already an approved driver? Click below for vehicle requests

New Vehicle Reservation
Vehicle reservations can only be made by approved drivers. Vehicle Reservations must be submitted at least 2 weeks prior to vehicle pick up date.

Approved Driver Request
SRJC's Approved Drivers can request the use of SRJC Vehicles to be used in accordance with university policies.

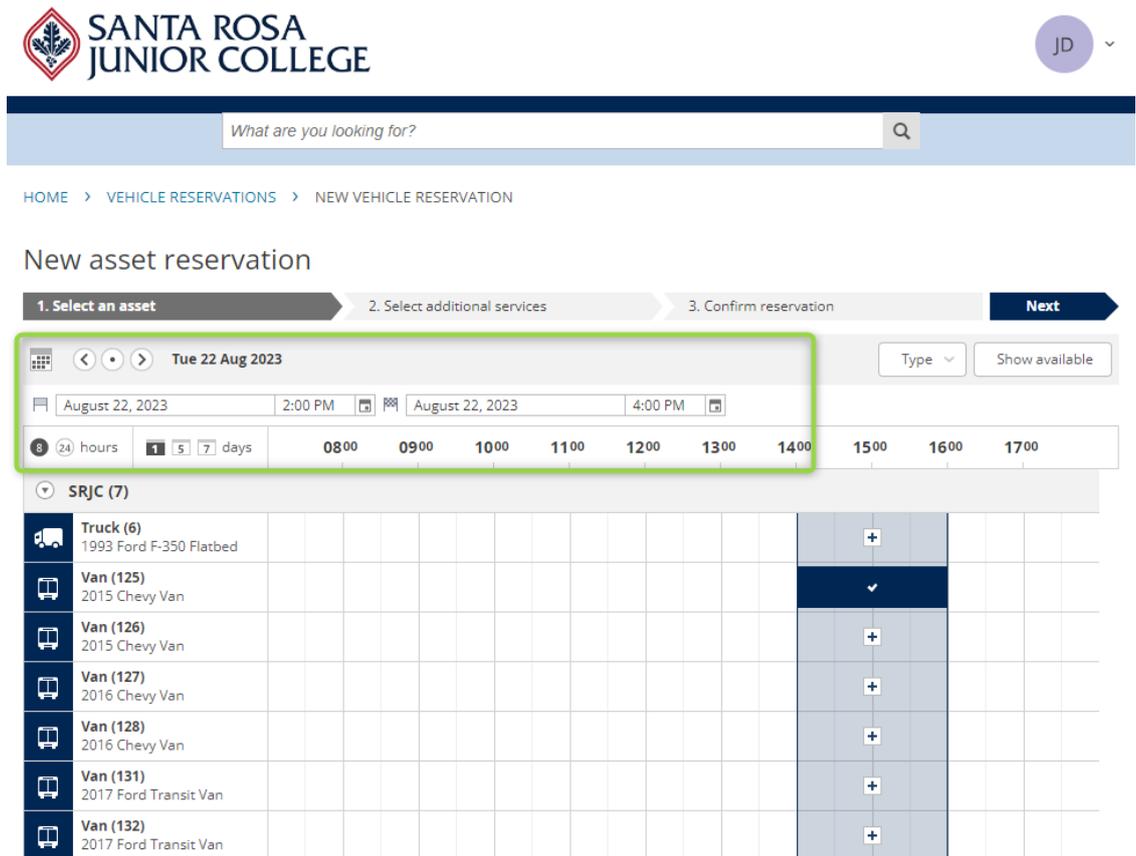
My Reservations
Click here to view and edit your existing vehicle reservations

3. Select the vehicle by clicking and dragging your cursor on the date the vehicle is needed (note: this must be at least 2 weeks ahead). If you are not a cleared driver, the vehicle list will not show. To see the vehicle information such as size, hover over the vehicle information (*area circled in red below*).
 - a. You can select 8- or 24-hour view depending on your preference
 - b. To view weekend availability, select the 7 days option on the calendar options
 - c. When entering a time, ensure there is a space between time and am/pm
 - d. If you are scheduling months ahead you can click on the calendar to move ahead (*area circled in blue below*).
 - e. If you wish to view by day or week you can make selection here (*area circled in purple below*).



- After making a selection, confirm date and time of vehicle reservation (*highlighted below in green*). Once completed, click "Next"

Note: **DO NOT SELECT MORE THAN ONE VEHICLE PER RESERVATION. EACH RESERVATION IS FOR ONE VEHICLE AT A TIME.** If multiple vehicles are selected, the reservation will be cancelled and you'll need to resubmit your reservation request.



SANTA ROSA JUNIOR COLLEGE

What are you looking for?

HOME > VEHICLE RESERVATIONS > NEW VEHICLE RESERVATION

New asset reservation

1. Select an asset | 2. Select additional services | 3. Confirm reservation **Next**

Tue 22 Aug 2023

August 22, 2023 2:00 PM August 22, 2023 4:00 PM

24 hours | 1 | 5 | 7 days

	0800	0900	1000	1100	1200	1300	1400	1500	1600	1700
SRJC (7)										
Truck (6) 1993 Ford F-350 Flatbed										
Van (125) 2015 Chevy Van								✓		
Van (126) 2015 Chevy Van								+		
Van (127) 2016 Chevy Van								+		
Van (128) 2016 Chevy Van								+		
Van (131) 2017 Ford Transit Van								+		
Van (132) 2017 Ford Transit Van								+		

- Complete the form with details for your reservation:

- If reserving for another driver, select the reserve for someone else box and type in their name, first name then last name as listed on the driver clearance and it should auto fill.
Note: only approved drivers can be added here. **Reservations cannot be made unless the driver has clearance through District Police.**
- Brief Description: Department and reason for use, for example "KAD Men's Basketball"
- Destination: enter the destination of the trip
- Number of Passengers: Enter number of passengers, including the driver

- Approved by: List the Chair/Coordinator, Dean or Manager who approved this trip and then select the box verifying approval
- Budget Code: Enter the first 14 digits of the budget code; for example, 10-00-20-0000-6511
- Object Code: Use the drop down and select code
- Additional Notes: Optional - Add any information that may be helpful for the reservation

6. Click "Submit request" to complete the reservation process

SANTA ROSA JUNIOR COLLEGE

What are you looking for?

HOME > VEHICLE RESERVATIONS > NEW VEHICLE RESERVATION

New asset reservation

1. Select an asset 2. Select additional services 3. Confirm reservation < Previous

Requester
Name: Robin Andersen
Telephone: 707-524-1604
 Reserve for someone else

Additional information
Brief Description:
Trip Details
Destination:
Number of Passengers:
Approved by:
 I verify that I have received the approval from Department Chair/Coordinator

Additional Details
Budget Code:
Object Code:
Additional Notes:

February 16, 2024 8:00 AM - 5:30 PM

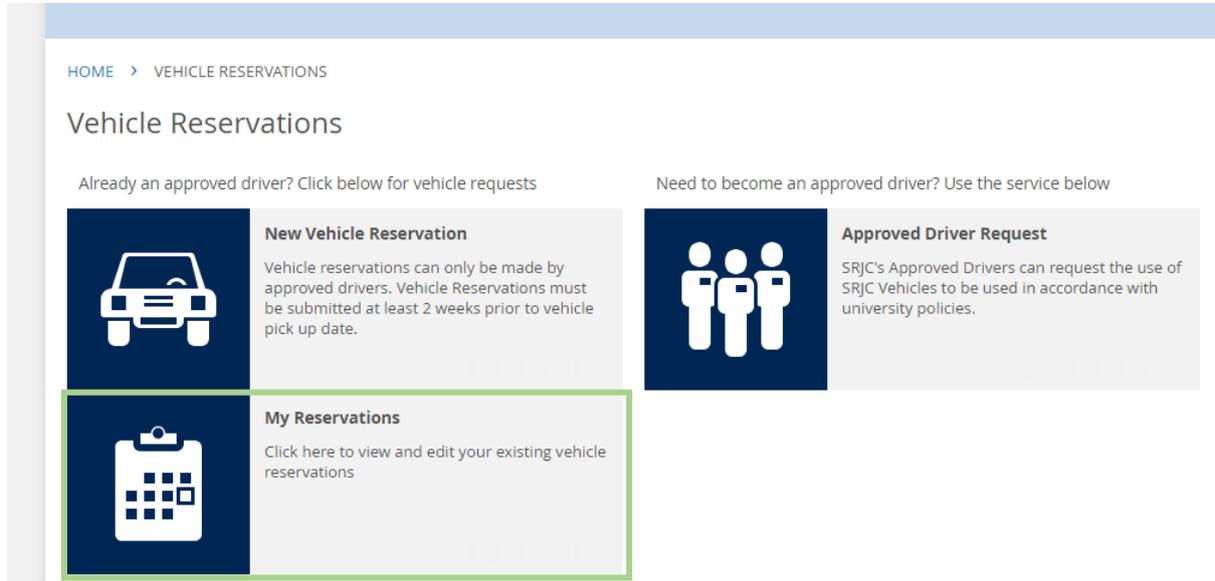
Van 2015 Chevy Van
125
12 Passenger Van
! This facility requires approval.

! Your reservation requires approval
Your reservation contains facilities and/or services that require approval.

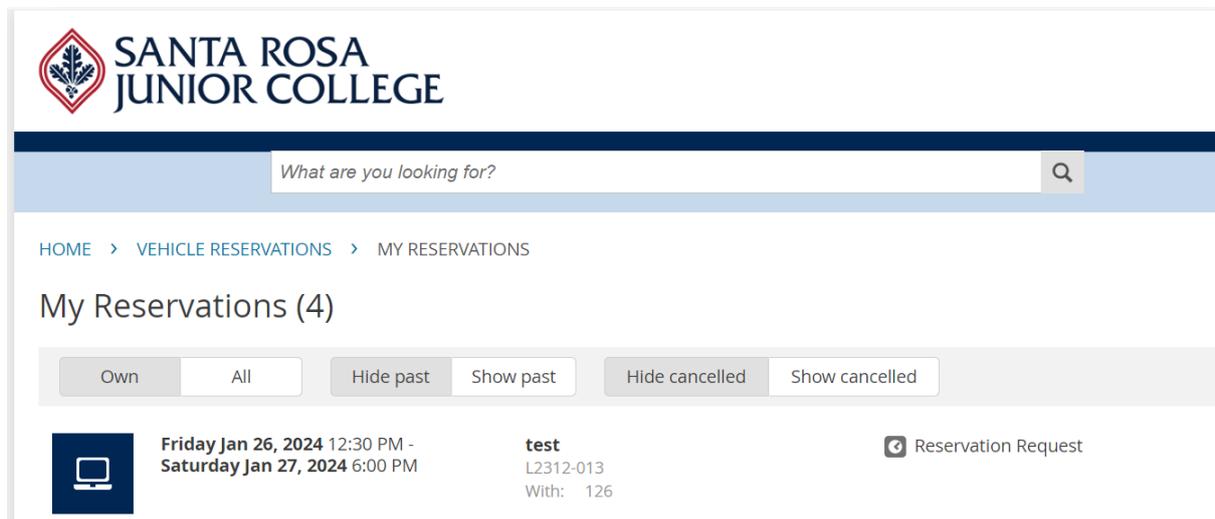
Submit request

How to edit or cancel a Vehicle Reservation

1. To view or edit an existing reservation, select the My Reservations tile.



2. Select the reservation that you need to edit or cancel.



3. You can edit the reservation by selecting "Edit reservation" or "Cancel reservation".

 **November 29, 2023 7:15 AM - 12:00 PM**

 **Truck 1993 Ford F-350 Flatbed**
6

Flatbed Truck

 This facility requires approval.

 **Your reservation requires approval**
Your reservation contains facilities and/or services that require approval.

Department

 **Edit reservation**

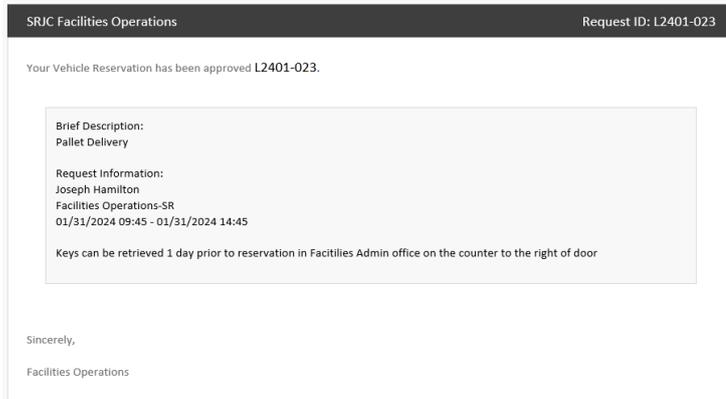
 [Attach document](#)

 [Cancel Reservation](#)

Additional Information

The requestor will receive an email notification when the reservation is approved.

Sample:



The program will not process a request if the driver is not cleared. For driver clearances, please submit the appropriate paperwork to District Police. For specific questions about the driver clearance process, please email Amber Oden in District Police at aoden@santarosa.edu.

The system will not accept a reservation less than two weeks in advance, so please plan ahead.

Vehicles are scheduled for maintenance on Mondays; if your trip is for a full week (for example it includes a Monday), please email Robin Andersen in Facilities Operations at randersen@santarosa.edu to assist with scheduling your trip.