

Central Vehicle Agency

Pool Driver Training Manual

Ministry of Central Services
Commercial Services Division
Central Vehicle Agency

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Government
— of —
Saskatchewan

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INTRODUCTION

This manual outlines the step-by-step process for drivers to become authorized CVA pool users and book CVA pool vehicles within FleetWave®, the Government's online fleet management system. It is meant for those employees of CVA Client Organizations who may need to use the services of CVA pools for short-term trips (14 days or less). This manual was created to train those drivers in the use of the new CVA fleet management system.

FleetWave® is a web-based fleet management system developed using web technologies and adaptable to individual fleet necessities. It can be used from different locations – all that is needed is a computer, access to the Internet and a valid username and password. By switching to FleetWave®, CVA will see savings and efficiencies in many areas. Online processes enable CVA to reduce paper consumption by eliminating forms. FleetWave® also allows CVA to be more efficient by running all of its processes through the same system. The system gives CVA the tools to have detailed reporting for analysis and improvement of service delivery strategies.

The following sections will guide you in the processes that you will need to know to use CVA pool vehicles.

BECOMING AN AUTHORIZED POOL USER

The first step towards making reservations for CVA pool vehicles is becoming an authorized pool user in CVA’s FleetWave® system. The following guide will explain how to request authorization.

Before you begin, please be sure to have the following information at hand: your government email address and phone number; the Level 3 Customer Name and Number for your department (available from your Vehicle Coordinator); and the name and email of the person who will be approving your request internally (this is normally your direct supervisor).

1. Open your internet browser and go to the following address: <http://saskfleet.gov.sk.ca>. This will take you to FleetWave®.
2. Click on the button under “Guest Login” in the top right corner of the screen (Figure 1).

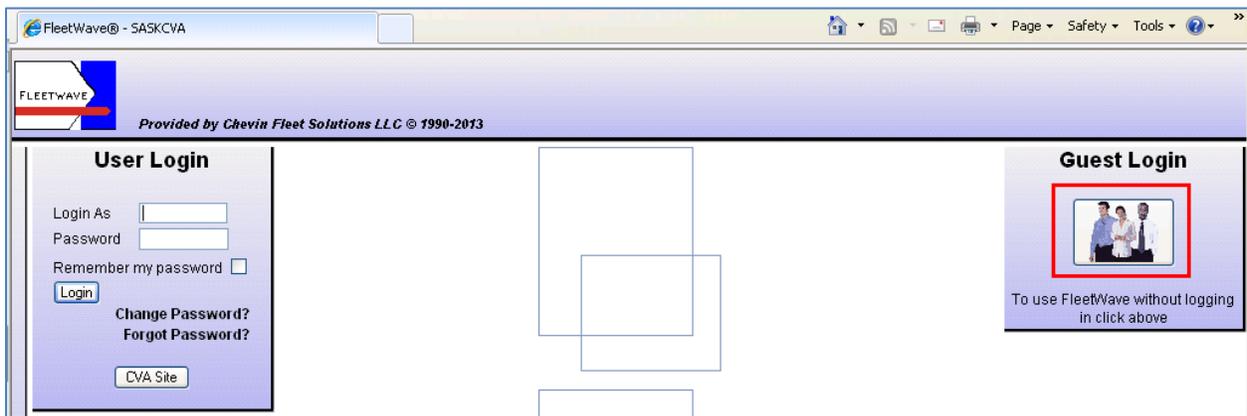


Figure 1 – Guest login button

3. You will be automatically logged in as a guest user. Click on the “Add” button in the top right corner of the screen to begin a new authorization request (Figure 2). Click “OK” in the dialog box that pops up.

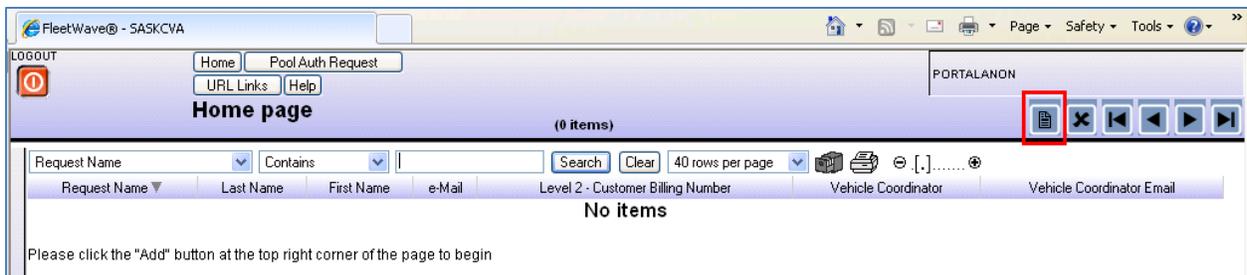


Figure 2 – Add button

- Fill in every field with your information. Fields with a red asterisk are mandatory (Figure 3). Your Vehicle Coordinator information will be automatically filled in when you select your Level 3 Customer Number.

When navigating between fields, make sure you click on the box or use the tab button on your keyboard; pressing the enter key will not switch between fields.

Pool Auth Request

Complete all required fields and click "Save" at the bottom right corner of the page to receive confirmation email.

Pool Use Status: REQUESTED

First Name: *

Last Name: * Initialia

e-Mail: *

Office phone: *

Level 3 - Customer#/Vote/SubVote:

Level 2 - Customer Billing Number:

Customer Vote:

Customer Subvote:

Vehicle Coordinator:

Vehicle Coordinator Email: *

Vehicle Coordinator Phone:

Approving Authority Name: *

Approving Authority Email: *

Created by: PORTALAND

Created date: 23/12/2013

Changed by:

Changed date: / /

Record Keyword: POOL

Save Cancel

Figure 3 – Mandatory fields and Save button

- Once you have entered all of the required fields, click the "Save" button in the lower right corner of the screen (Figure 3). All of the boxes should briefly turn green before you are returned to the previous screen. If one of the boxes turns red, you will need to re-enter the data and click on "Save" once more.
- You will receive an email confirming your request as soon as it is saved by our system. An email is also sent to your Vehicle Coordinator and Approving Authority.
- Once your request has been approved, you will receive an email with your username/P-number and password. You can then use that information to log in to FleetWave® in order to book pool vehicles.

LOGGING INTO FLEETWAVE

1. Open your internet browser and go to <http://saskfleet.gov.sk.ca>.
2. **FIRST TIME USERS:** You should change your password when you log in for the first time. To do this, click on “Change Password” on the login screen (Figure 4). Enter your P-number and password in the first two boxes, and then your new password in the next two boxes (Figure 5). Click on “Login” to save the changed password and log in to the system.

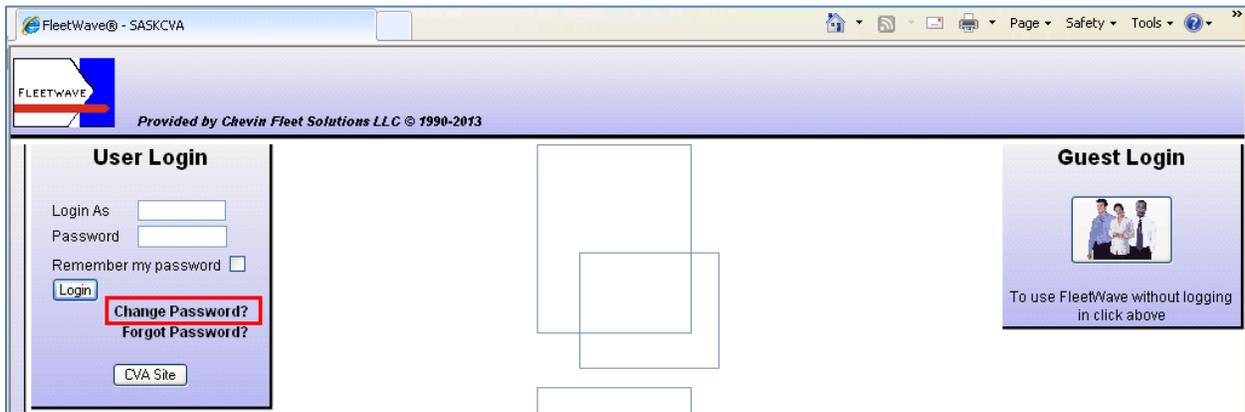


Figure 4 – Change password button

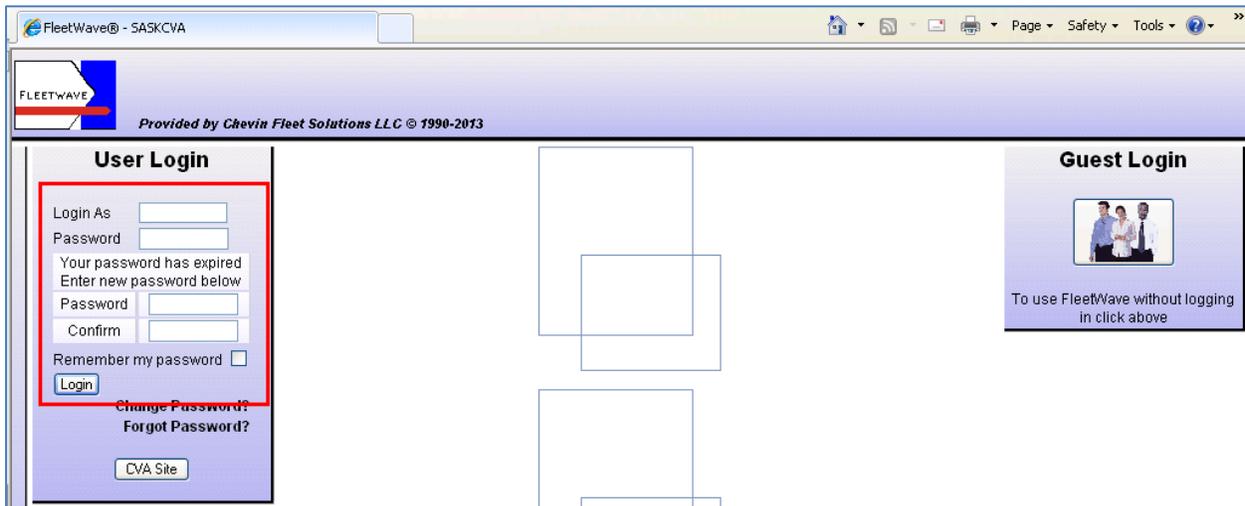


Figure 5 – Changing your password

3. **REGULAR LOGIN:** Type your P-number and password into the appropriate fields on the top left section of the screen under “User Login” and click on the “Login” button.

BOOKING POOL VEHICLES

Now that you have a P-number and password to log in to the system, you will be able to book CVA pool vehicles for short-term trips.

1. Go to FleetWave® and log in using your P-number and password.
2. You will automatically be brought to the “Pool Search” screen. Follow the instructions on the right-hand side of the screen (Figure 6). Your driver name will be automatically selected. The pickup and return time and date must be entered using 24-hour clock format and DD/MM/YYYY. Please keep in mind that we cannot dispatch vehicles outside of business hours for each pool location.

When navigating between fields, make sure you click on the box or use the tab button on your keyboard; pressing the enter key will not switch between fields.

Figure 6 – Pool Search screen; booking a vehicle

3. When you click the “Pool Search” button you will be given a list of the vehicles that meet your criteria. Click on the “Reserve Vehicle” button to make a reservation (Figure 7), and then click “OK” to confirm on the dialog box that will appear.

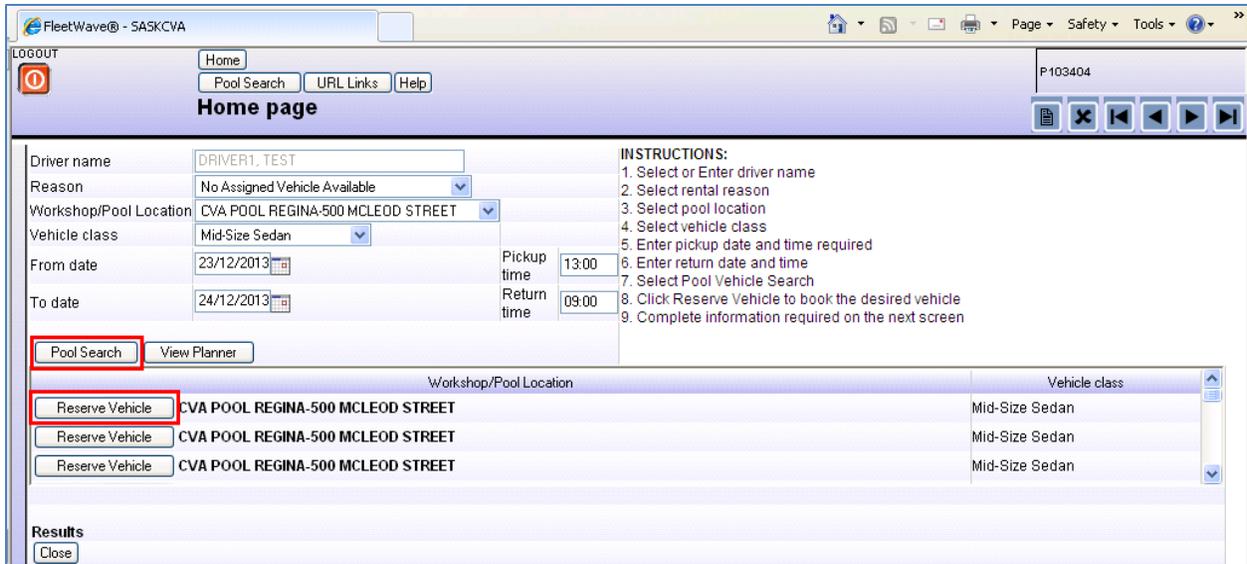


Figure 7 – Pool Search button and Reserve Vehicle button

4. You will then need to confirm your reservation. To do this, enter your supervisor’s email address, then scroll to the right and answer the questions shown in Figure 8. Be sure that you have read and agree with the CVA Policy (click on the link below this section to read). If someone else is picking up your vehicle, you will need to enter their name in the “Authorized Pickup Name” field.

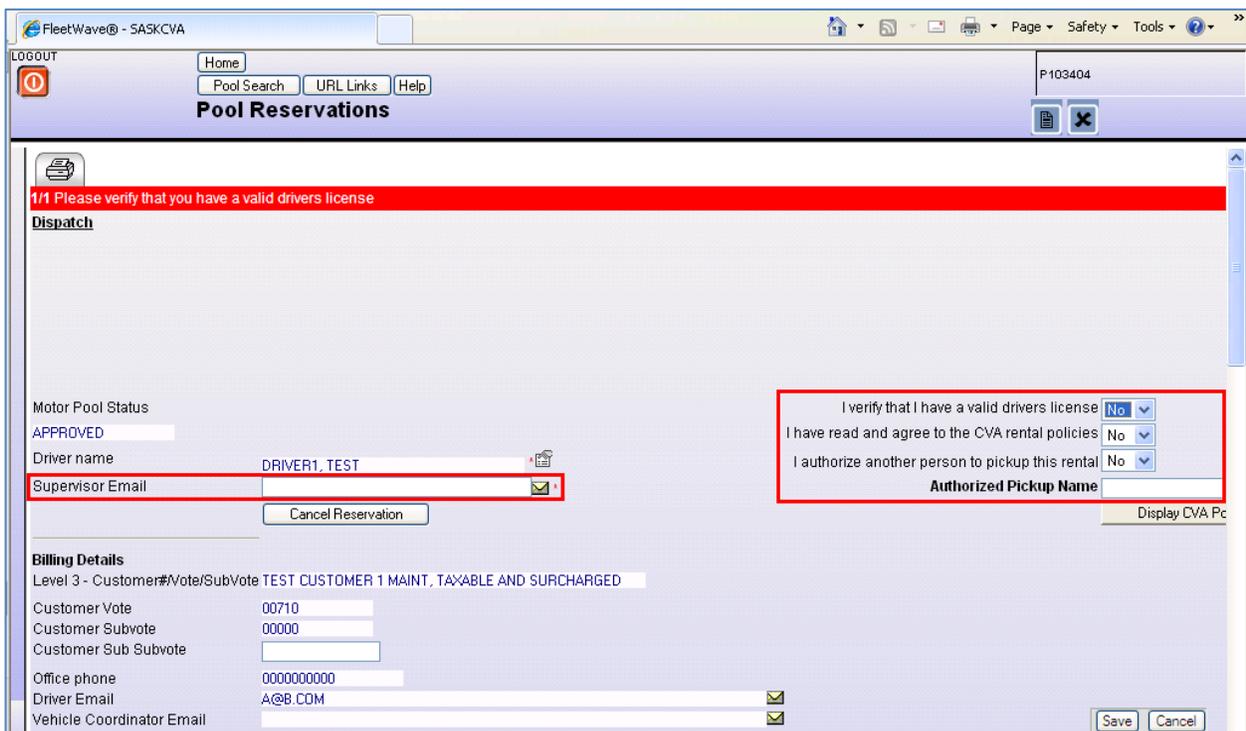


Figure 8 – Supervisor’s email and verification of valid driver’s licence

5. Scroll down under “Billing Details” to ensure the time, date and contact information are correct (Figure 9), then click the “Save” button to finalize the reservation. Confirmation of your booking will be emailed to you, along with your Vehicle Coordinator and Approving Authority / Supervisor.

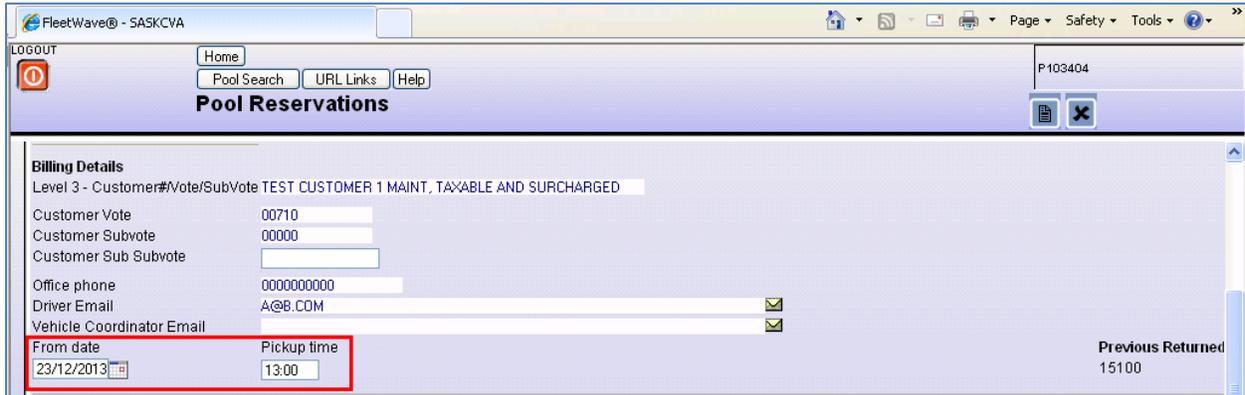


Figure 9 – From date and time

6. If you need to change or cancel your booking, contact your Vehicle Coordinator. They will be able to make the necessary changes for you.
7. You will need to show your valid driver’s licence when you pick up the vehicle. If you are not the one picking up the vehicle, you will need to provide CVA with a photocopy of your driver’s license by fax or email.

GLOSSARY

Approving Authority – normally a direct supervisor, this is the person who approves pool usage authorization requests and bookings.

Vehicle Coordinator – the primary contact within the Client Organization for CVA vehicles matters.

P-number – the username assigned to each individual driver who is authorized to use CVA pool vehicles.

CVA Client Organization – an organization that uses CVA vehicles (pool or otherwise).

REFERENCES

FleetWave® website: <http://saskfleet.gov.sk.ca>