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:

**Enter Trip Information**

- Indicates required field
- Agency Number
  - 0090 Management and Enterprise Services, Office of
- Current Location (Enter your current location to find the nearest provider location. Must be a physical address, do not enter a PO Box)
- Address
  - 317 NE 31 st
- City
  - Oklahoma City
- State
  - OK
- Zip
  - 73105

- Remember Address

- Total ONE WAY Miles (Check In-State Mileage) (Check Out-of-State Mileage)
  - 25

- Pickup Date
  - 01/15/2014
- Pickup Time
  - 7 AM
- Return Date
  - 01/15/2014
- Return Time
  - 4 PM

- Select The Class Of The Vehicle:
  - Passenger, Midsize

- Remember Vehicle Class

[Calculate] [Clear] [Cancel]

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](image)

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](image)
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](image_url)

- Enter user information, create a Login ID and password, select security questions and answers, and click “Submit”.
- Your Login ID should be case sensitive and 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 A8S2Z4B0.
  - Password is case sensitive.
- Select a Security Question and enter the corresponding Answer.
- Repeat for the second question if needed.

**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:** 295 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.


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 ***

<table>
<thead>
<tr>
<th>Class Definition</th>
<th>Class Description</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASSENGER, MIDSIZE</td>
<td>Fusion, Malibu, Taurus</td>
<td>$28.54</td>
</tr>
</tbody>
</table>

[Reserve Selected Vehicle]

Nearest Location: OKC DOWNTOWN 1815 N. Broadway Ave., Oklahoma City OK 73103 / Pick up location travel: 1.2 Miles Away (Map) / $1.34 ***

<table>
<thead>
<tr>
<th>Class Definition</th>
<th>Class Description</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>PASSENGER, MIDSIZE</td>
<td>Ford Focus, Mazda 3, Chevy Malibu, Dodge Avenger, Chevy Cruz, Nissan Sentra</td>
<td>$38.31</td>
</tr>
</tbody>
</table>
3.4.4. Submitting a reservation - two options:

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

Vehicle Reservation
You have chosen to Reserve the following vehicle. Please review and verify the information below. If all of the information is correct, please select the 'Complete Reservation' button. If any of the information is incorrect, select the 'Cancel' button.

* indicates required field

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>ABC</td>
</tr>
<tr>
<td>Last Name</td>
<td>XYZ</td>
</tr>
<tr>
<td>Agency</td>
<td>0500 Capital Assets Management, Division - DCAM</td>
</tr>
<tr>
<td>Select Division</td>
<td>052 Des Fleet Management</td>
</tr>
<tr>
<td>Location</td>
<td>Main Office</td>
</tr>
<tr>
<td>Total One Way Miles</td>
<td>25</td>
</tr>
<tr>
<td>Date of Pickup</td>
<td>01/15/2014</td>
</tr>
<tr>
<td>Time of Pickup</td>
<td>7:30</td>
</tr>
<tr>
<td>Date of Return</td>
<td>01/15/2014</td>
</tr>
<tr>
<td>Time of Return</td>
<td>16:00</td>
</tr>
<tr>
<td>Class of Vehicle</td>
<td>Passenger, Midsize</td>
</tr>
<tr>
<td>Description of Vehicle</td>
<td>Fusion, Malibu, Taurus</td>
</tr>
<tr>
<td>Driver Name</td>
<td>DEF TUW</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
</tbody>
</table>

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

Vehicle Reservation
You have chosen to Reserve the following vehicle. Please review and verify the information below. If all of the information is correct, please select the 'Complete Reservation' button. If any of the information is incorrect, select the 'Cancel' button.

* indicates required field

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>ABC</td>
</tr>
<tr>
<td>Last Name</td>
<td>XYZ</td>
</tr>
<tr>
<td>Agency</td>
<td>0500 Management and Enterprise Services, Office of - OMEES</td>
</tr>
<tr>
<td>Select Division</td>
<td>296: Fleet Management</td>
</tr>
<tr>
<td>Location</td>
<td>Main Office</td>
</tr>
<tr>
<td>Total One Way Miles</td>
<td>25</td>
</tr>
<tr>
<td>Date of Pickup</td>
<td>01/15/2014</td>
</tr>
<tr>
<td>Time of Pickup</td>
<td>7:30</td>
</tr>
<tr>
<td>Date of Return</td>
<td>01/15/2014</td>
</tr>
<tr>
<td>Time of Return</td>
<td>16:00</td>
</tr>
<tr>
<td>Class of Vehicle</td>
<td>Passenger, Midsize</td>
</tr>
<tr>
<td>Description of Vehicle</td>
<td>Fusion, Malibu, Taurus</td>
</tr>
<tr>
<td>Driver Name</td>
<td>DEF TUW</td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
</tbody>
</table>
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.

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

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.

<table>
<thead>
<tr>
<th>From:</th>
<th>DCS Webmaster [<a href="mailto:info@ok.gov">info@ok.gov</a>]</th>
<th>Sent: Tue 8/30/2011 3:29 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>To:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Vehicle Reservation Status: PENDING</td>
<td></td>
</tr>
</tbody>
</table>

The following are the details of your reservation:

- Reservation Number: 1234
- Agency User Name: ABC XYZ
- Agency Name: 0580 Central Services, Department
- Total One Way Miles: 50
- Pickup Date/Time: 08/31/2011 7:30
- Return Date/Time: 08/31/2011 16:00
- Car: Passenger, Midsize

The above vehicle reservation is pending for approval by the DCS Administrator. If you wish to cancel your reservation, please click on the following link: https://test-www.ok.gov/dcs/calculator/system_public_user.php

Please note that you can cancel your reservation within 24 hours or the agency will be charged a fee equal to one day rental.

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.

<table>
<thead>
<tr>
<th>From:</th>
<th>DCS Webmaster [<a href="mailto:info@ok.gov">info@ok.gov</a>]</th>
<th>Sent: Tue 8/30/2011 3:29 PM</th>
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</tr>
<tr>
<td>CC:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Vehicle Reservation Status: APPROVED</td>
<td></td>
</tr>
</tbody>
</table>

The following vehicle reservation has been approved by the DCS Administrator.

- Reservation Number: 1234
- Agency User Name: ABC XYZ
- Agency Name: Central Services, Department
- Total One Way Miles: 50
- Pickup Date/Time: 31-AUG-11 7:30
- Return Date/Time: 31-AUG-11 16:00
- Car: Passenger, Midsize
- Car Class: Passenger, Midsize
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)

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 a 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