

Motor Pool Online Reservations Portal

The Motor Pool Online Reservation application is available for employees who have previously reserved a state vehicle through a dispatch office, which created an operator's record for them. Those users will now be able to create, modify, or cancel their own reservations by using the following link. First time users of the Motor Pool will have to make their first vehicle reservation through their local dispatch offices, to create their operator's record. Attempts to log into the application without an existing operator's record will result in an "Authentication Failed" message. Any problems, please contact your local dispatch office for assistance.

Please note the following:

- **Your confirmation number only confirms that your reservation is in the system, it does not guarantee you a vehicle. If a vehicle is not available, you will be contacted by the Motor Pool staff.**
- **All reservations should be made two working days prior to departure allowing time to prepare the vehicle.**
- **Use this system only when the reservation is for one week or less. For reservations longer than one week, contact your Motor Pool directly.**

[Motor Pool Online Reservation Portal](#)