

Motor Pool Reservations

Motor Pool Reservations updated 06/19/2008

If you clicked here to make a reservation, please be advised that once you have logged in with your Net ID, and clicked into the tab above named 'Car Feet', reservations can be made by clicking above on the tab named 'New Reservation'. Tabs are not visible unless you have logged in.

Please make use of the online reservations system to make, view, and cancel reservations. In order to do this, you need to login; the login process is located at the www.physicalplant.wisc.edu home page.

This system does allow a person to make, cancel and view reservations for someone else, such as a department clerk managing reservations for faculty or students. Security authentication formerly required all users of the online reservation system to be approved drivers but a recent change now allows anyone with a Net ID to access services. Users with a valid Net ID can log in and, once logged in, using the last name and drivers' license number of another person, make reservations for any approved driver. Of course, a non-approved driver will not be able to 'reserve for myself'.

Reservations requests can also be sent in via phone, fax or email.

You need to be prepared to supply the following:

- Driver Name
- Email Address for confirmation receipt
- Funding source ('T number', requisition number, or funding string)
- Vehicle Type
- Begin Date and estimated time
- End Date and estimated time
- Destination City and State
- Estimated total miles
- Number of vehicle occupants

UW Madison Fleet on Charter Street - The Car Fleet line at 262-1307 is frequently busy due to call volume; please do not call if you are able to use the portal to create an manage your reservations. If you are not able to use the portal, email requests to fleet@fpm.wisc.edu or fax to 265-5948. When faxing, be sure to include your contact information as well as all the items above.

DOA Fleet on Dickinson Street - If you wish to rent from DOA, dial 266-8757 to make a reservation or enter the request at the [DOA Reservation Request Form](#). Please be advised that DOA requires the form DOA-3101 to be completed and signed by a supervisor for permission to travel prior to arriving at the dispatch desk. If you do not have the form DOA-3101 properly completed, the DOA staff will turn you away without a car. See links below for printable versions of the form. The hard copy four-part carbon copy version of the 3101 form can be purchased at [DOA Document Sales](#) in packs of 100 or picked up in person at the Car Fleet office in small quantities.

[Click here for a sample Form DOA3101 Pool Reservation](#)

[Click here for a blank Form DOA3101 Pool Reservation](#)

Cancellation/No Show

UW Madison Fleet on Charter Street - If you decide to cancel your reservation, be aware that you must do so no later than noon the day before the pickup date, or within 30 minutes of making the original reservation. If you do not cancel in time, you will be assessed a No-Show fee. No-Show fees are one day's rental charge for the reserved vehicle.

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DOA Fleet on Dickinson Street - Cancellations may be called in at any time. As of June 2008, DOA is not charging a No Show fee although they are planning to implement one.