

## **Student Organization process for Reserving Fleet Services vehicles**

**\*\*\*Fleet Services ONLY accepts Departmental Fund Codes\*\*\***

**Student Organizations DO NOT have Departmental Fund Codes**

**Student organizations need to talk with their Advisor and/or their Department Head and will need to get approval to submit the Departmental fund code**

- **in order to reserve Fleet Services vehicles through Fleet Commander**
- **and will need to know who has signature authority\* for that fund code**

**\*This person's name will need to be entered with the reservation – after the reservation is submitted they will receive an automated e-mail will be sent that person requesting them to “Approve” or “Reject” the request ONLY after receiving an “Approve” reply, will Fleet Services staff be able to finalize a reservation for a vehicle.**

**If your organization does not have an advisor and/or are not approved to use a Departmental fund code you cannot reserve/use Fleet Services vehicles.**

**The Department of Student Activities cannot approve reservations for student organizations that are not advised by Student Activities staff.**

**Student Organizations, advisors or Department Heads with questions regarding this process, please contact the Department of Student Activities at [stuact@vt.edu](mailto:stuact@vt.edu) or call 231-5725**

**Fleet Commander can be found at [www.fs.vt.edu/fleetcommander](http://www.fs.vt.edu/fleetcommander)**

**Please visit this site and click [“Sign Up Now!”](#) on the left side of the screen to set up your user profile using your Virginia Tech PID and Hokie Spa password.**

**\*\*\*Only Drivers and Requestors need to set up a user profile\*\*\***

**If you need to reserve multiple vehicles for the same day, you must create a separate reservation for each vehicle and there must be a different driver listed for each vehicle.**

**Instructions are also found at [www.fs.vt.edu](http://www.fs.vt.edu).**

**For more information, about the reservation process, please contact Fleet Services directly at [fleet.services@vt.edu](mailto:fleet.services@vt.edu) or call 231-6141.**