



BOOKING A CAR - USER MANUAL

How to book a car from the carpool service

1. To start your booking, please go to [ACLS website](#).
2. Use 'Book a carpool vehicle' quick link to get to the carpool login page.

Accommodation, Carpool and Library Services

Delivering accommodation, library and car pool services for Victorian Government departments and agencies.

Quick links

- [Submit an office maintenance request](#) →
- [Access the library services](#) →
- [Book a carpool vehicle](#) →
- [Enquire about ACLS services](#) →
- [Contact us](#) →

ACLS delivers strategic and operational office accommodation management, library and car pool services to our portfolio of [Victorian Government departments and agencies](#).



Alternatively, if you first would like to find out about the carpool services, you can go to [carpool home page](#) to read the information and use “Book a car” link there.

New carpool users

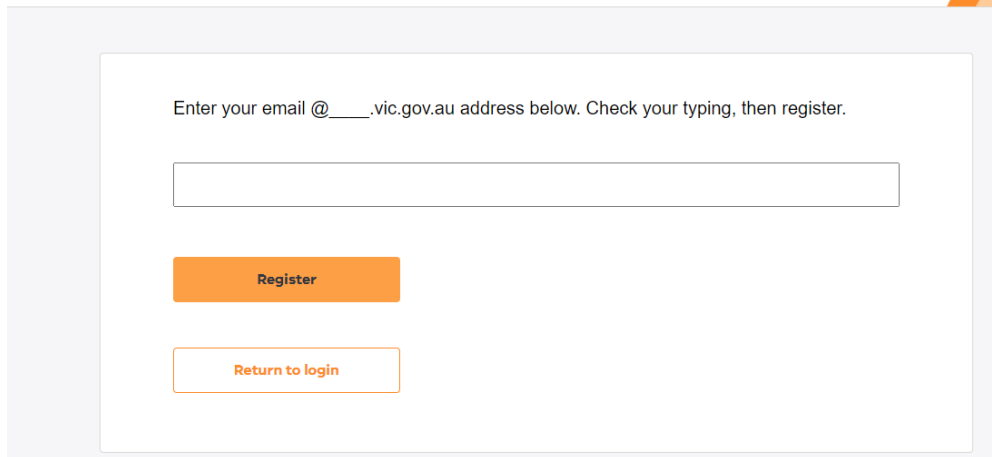
You will need to register to use the car pool service. This is a two part-process. Please follow these steps.

Step 1

1. Use New user/ register now' link on the Login page . You will be taken to a registration page.

Register

As a Victorian Public Service employee, you can register to use the car pool service.

A screenshot of a web registration form. At the top, it says "Enter your email @____.vic.gov.au address below. Check your typing, then register." Below this is a text input field. Under the field are two buttons: an orange "Register" button and a white "Return to login" button with an orange border.

Enter your email @____.vic.gov.au address below. Check your typing, then register.

Register

Return to login

2. Submit your work email address and password will be emailed to you.

Note: passwords cannot be personalised due to security. Keep the email for future reference, but you can always request new passwords if you lose your password.

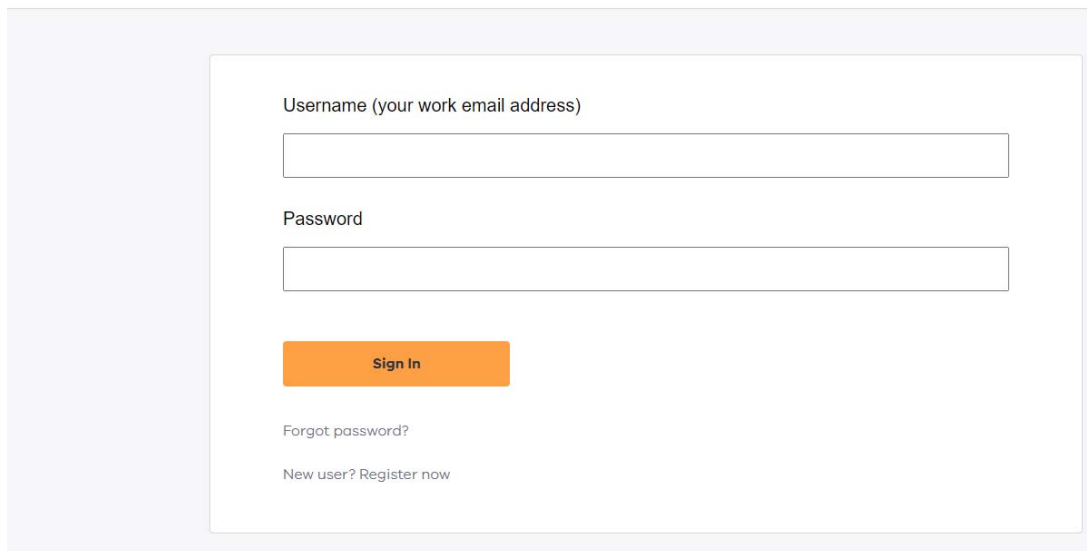
Step 2

1. Once you have your password, sign in and fill in a Driver profile form to complete your registration.
2. Your application will be sent to your manager for approval.
3. Once carpool receives the manager's approval, your registration is completed, and you will be notified via email. Then, you can start using carpool service.

Registered carpool users

1. If you are a current carpool registered user, login using your username and password.

Login to book a vehicle



A login form with a light purple background. It contains two input fields: 'Username (your work email address)' and 'Password'. Below the password field is an orange 'Sign In' button. At the bottom, there are two links: 'Forgot password?' and 'New user? Register now'.

Username (your work email address)

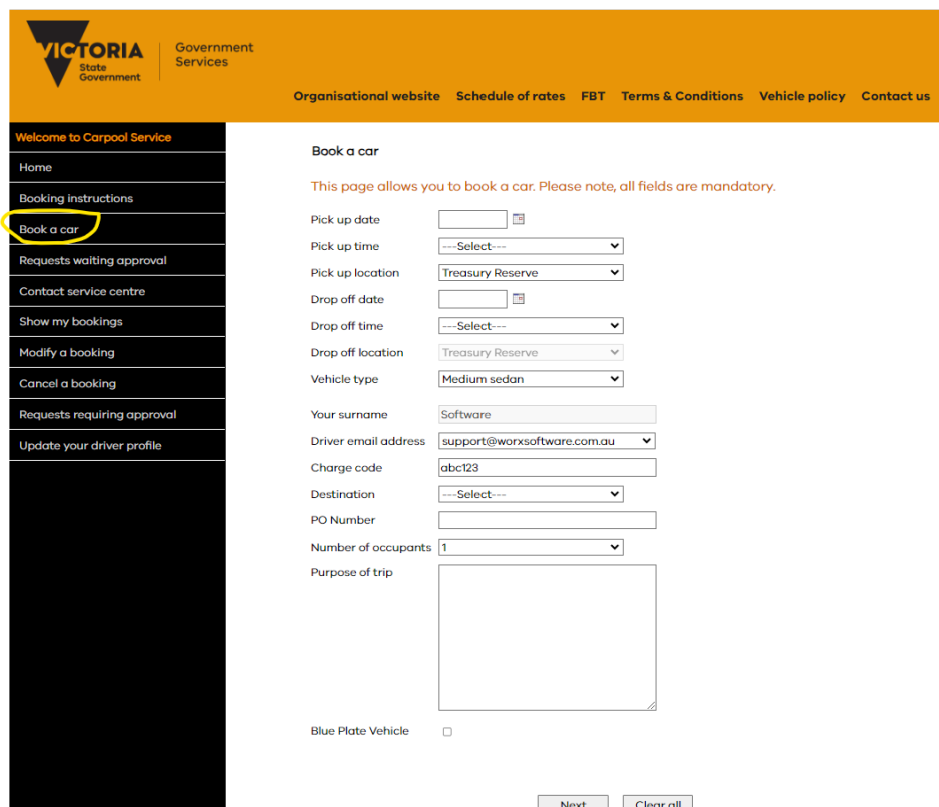
Password

Sign In

Forgot password?

New user? Register now

2. Once in the booking system, you can select 'Book a car' link in the left-hand side navigation.



A screenshot of the 'Book a car' page. The top header is orange with the 'VICTORIA State Government' logo and 'Government Services' text. Below the header is a navigation bar with links: 'Organisational website', 'Schedule of rates', 'FBT', 'Terms & Conditions', 'Vehicle policy', and 'Contact us'. On the left is a dark sidebar with a list of links: 'Welcome to Carpool Service', 'Home', 'Booking instructions', 'Book a car' (highlighted with a yellow circle), 'Requests waiting approval', 'Contact service centre', 'Show my bookings', 'Modify a booking', 'Cancel a booking', 'Requests requiring approval', and 'Update your driver profile'. The main content area is titled 'Book a car' and includes a note: 'This page allows you to book a car. Please note, all fields are mandatory.' The form contains several fields: 'Pick up date' (calendar icon), 'Pick up time' (dropdown), 'Pick up location' (dropdown with 'Treasury Reserve' selected), 'Drop off date' (calendar icon), 'Drop off time' (dropdown), 'Drop off location' (dropdown with 'Treasury Reserve' selected), 'Vehicle type' (dropdown with 'Medium sedan' selected), 'Your surname' (text field with 'Software'), 'Driver email address' (dropdown with 'support@worxsoftware.com.au' selected), 'Charge code' (text field with 'abc123'), 'Destination' (dropdown), 'PO Number' (text field), 'Number of occupants' (dropdown with '1' selected), and 'Purpose of trip' (text area). At the bottom left is a checkbox for 'Blue Plate Vehicle'. At the bottom right are 'Next' and 'Clear all' buttons.

Book a car

This page allows you to book a car. Please note, all fields are mandatory.

Pick up date

Pick up time

Pick up location

Drop off date

Drop off time

Drop off location

Vehicle type

Your surname

Driver email address

Charge code

Destination

PO Number

Number of occupants

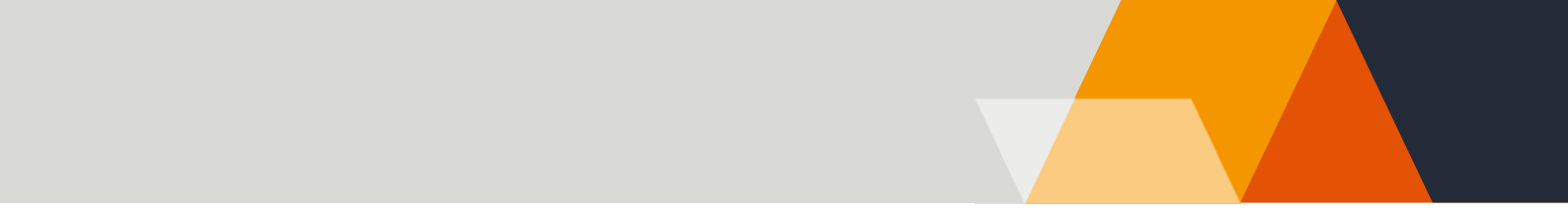
Purpose of trip

Blue Plate Vehicle

Next Clear all

3. Enter your booking details and click submit request button.

4. You will be taken to a summary page. Make sure you tick the box "Confirm the details and accept terms and conditions ' before submitting the request.



5. Your booking request will be sent to your manager for approval. You will receive a confirmation email once your booking is approved.

mdriveuat.dtf.vic.gov.au says

Your booking request has been forwarded to your manager to be actioned.

You will receive a notification email about approval or rejection of your request.

All unactioned requests are automatically cancelled after 7 days.

OK

6. The day prior to vehicle pick-up you will receive an SMS reminder if you have provided a mobile phone number as part of your registration process.

Contacts

If you have any issues, please contact Car Bookings at carbookings@dgs.vic.gov.au.