# **Reserving a Vehicle Through the Department of Enterprise Services (DES)**

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Authorizing a traveler for rental vehicles through DES requires the following documents:

1. Motor pool New Driver/Reservation Form (all details)
2. Authorized Driver Acknowledgement Form
3. Safe Van Driving (even if not reserving a van)
4. Valid License To Drive (include the License Exp. Date (*not* the license #))

In your email:

* Include the pick-up date and time (Weekdays, 6:30 a.m. – 5:30 p.m.) and the drop-off date/time (Sun-Sat, any time) and destination.
* Include the size of the vehicle (and how many) you need. Note: 12-passenger vans go quickly, please reserve them as far in advance as possible.

**Notes:**

* All of these documents are required per person.
* You will need supervisor approval as well as your own (two signatures), specifically on the Reservation form.
* Send all documents to the Executive Assistant to the Vice President for Student Services. They will include the budget code for your department.
* They will then send the completed documents to the Procurement & Supply Spec 3 (P&SS) in Purchasing & Contracts.
* The P&SS will then send all of the documents to DES.
* They can reserve the vehicle and get instructions/verification  
  DES then send the invoice

## Setting up traveler profile in ctcLink

Activating a traveler ID in ctcLink:

Send an email to the Business Office (BO), [businessofficesupport@spscc.edu](mailto:businessofficesupport@spscc.edu)

* Include the name, employee ID (ctcLink ID), and department of the traveler.
  + If they travel on a grant, please notify the business office as there are different regulations with using these funds.

**Notes:**

* Employee status must be in “active”. If the employee is on leave, that may prohibit them from submitting a Travel Authorization (TA).
* The traveler profile exists, the BO just needs to activate it.
* This process takes about five minutes to complete and it typically takes about an hour to update in the system. It is encouraged to wait longer, sign out and back in to ctcLink, and test it by submitting a TA.

## Legal requirements for SPSCC drivers

* State employees who are at least 18 years old, have two years of driving experience, and have a valid driver’s license. See [SAAM 12.30.20.c](http://www.ofm.wa.gov/policy/12.30.htm).
* Students with a minimum of two years of driving experience attending a state educational institution and participating in official school activities or authorized programs. See [SAAM 12.30.20.c](http://www.ofm.wa.gov/policy/12.30.htm). Student use must be authorized in writing by their [Agency Transportation Officer.](http://www.ofm.wa.gov/policy/12.30.htm)