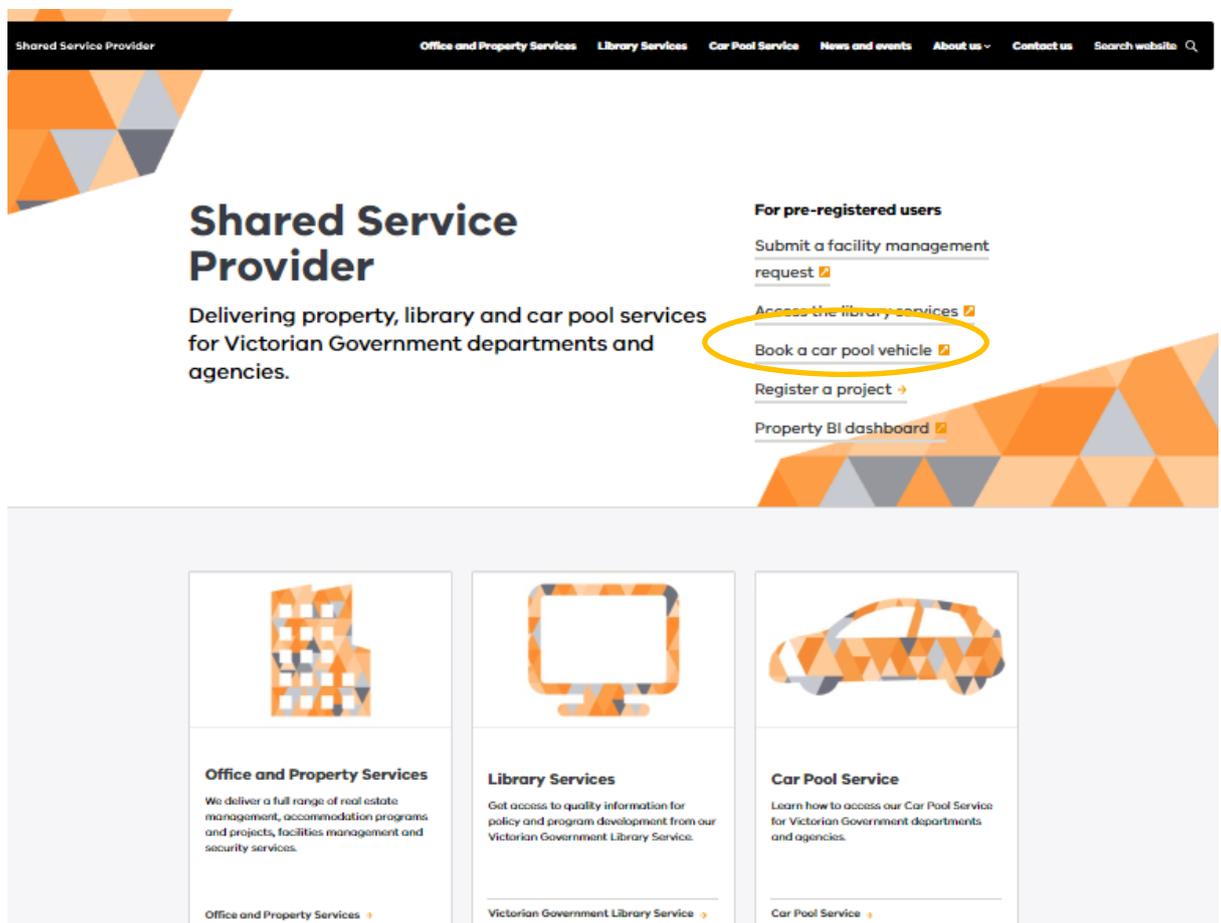# Instructions: How to book a car from the SSP Car pool service

Registered users

1. Go to www.ssp.vic.gov.au.

2. Use **'Book a car pool vehicle'** link to get to the car pool login page.

Alternatively, if you first would like to find out about the car pool services, you can go to car pool home page www.ssp.vic.gov.au/car-pool, read the information and use "**Book a car**" link there.

3. You will be taken to a new Login page.

Car Pool Service

Login to book a vehicle

Username (your work email address)

Password

Sign in

Forgot username/password?

New user? Register now

4. **Please note**, even if you are a car pool registered user, you are a new user of this website. When you use this page for the first time, you will need to get a new password. Use '**New user? Register now'** link to get to a Register page, enter your email and click "**Register'** button.

Register

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

Enter email @____.vic.gov.au address below

Register

Return to login

5. After you receive a new password via email, you can login to the booking system.

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.

6. Once in the booking system, you can select **'Book a car'** link in the left-hand side menu.

7. Enter your booking details and submit the form.

8. You will receive a confirmation on the screen.
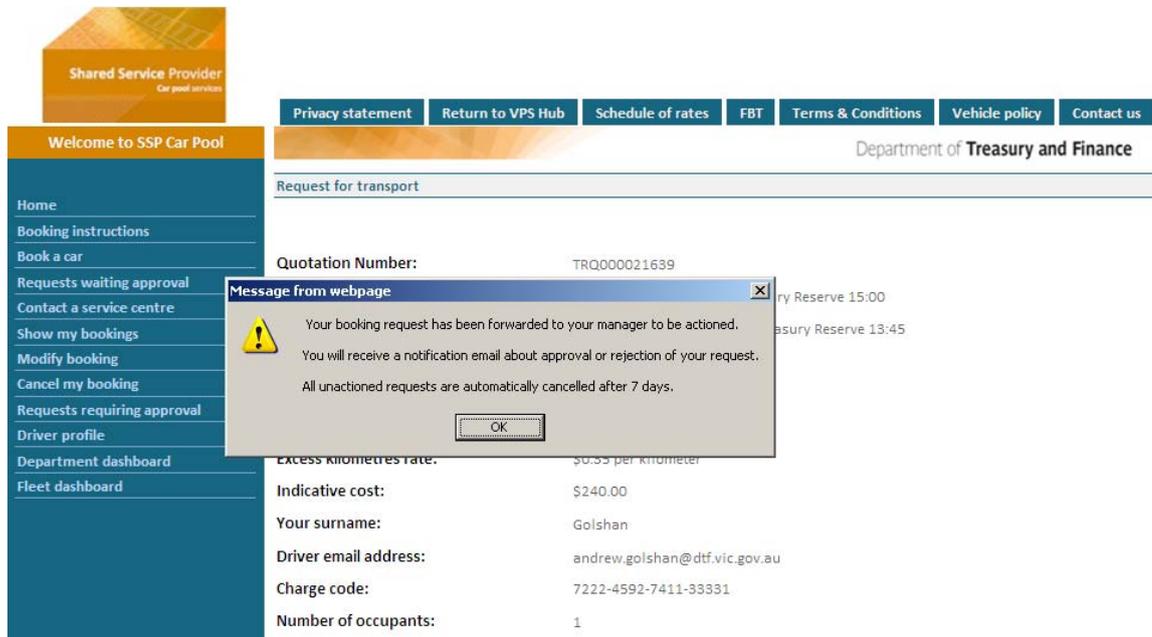
9. Your booking request will be sent to your manager for approval. You will receive a confirmation email once your booking is approved.
10. The day prior to vehicle pick-up you will receive an SMS reminder if you have provided a mobile phone number as part of the registration process.

New car pool users

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

Please follow these steps:

Step 1. Submit your email and receive a password.
1   Use **'New user/ register now'** link on the Login page **'** 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.

Enter email @_____.vic.gov.au address below

[   ]

Register

Return to login

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

Step 2. Login and complete the driver registration form.

1. 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 Car pool receives the manager's approval, your registration is completed, and you can start using car pool service.