TREASURY
AND FINANCE
**SHARED SERVICE
PROVIDER**
Car Pool Service

SHARED SERVICE PROVIDER

BOOKING A CAR - USER MANUAL

VICTORIA
State
Government

Treasury and Finance
Shared Service Provider

How to book a car from the SSP Car pool service

1.   To start your booking, please go to www.ssp.vic.gov.au.

2.   Use 'Book a car pool vehicle' quick 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.

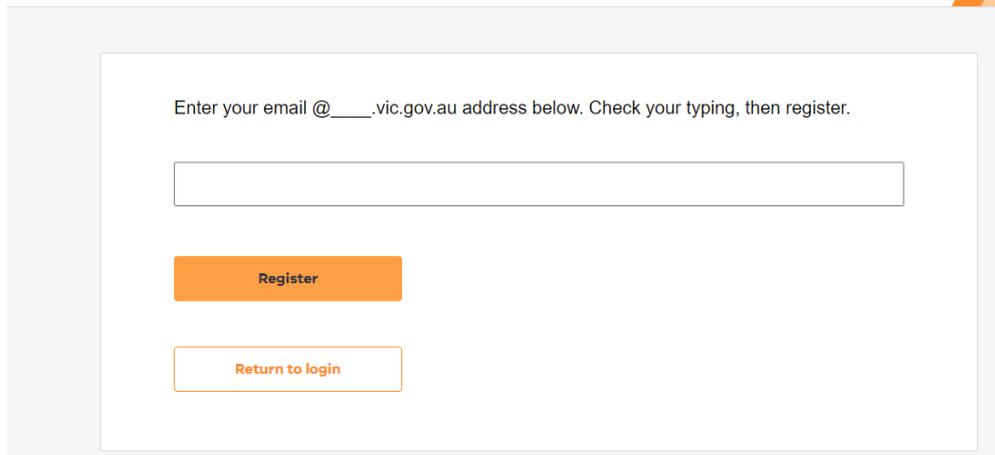3. You will be taken to a Login page.

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

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.

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.
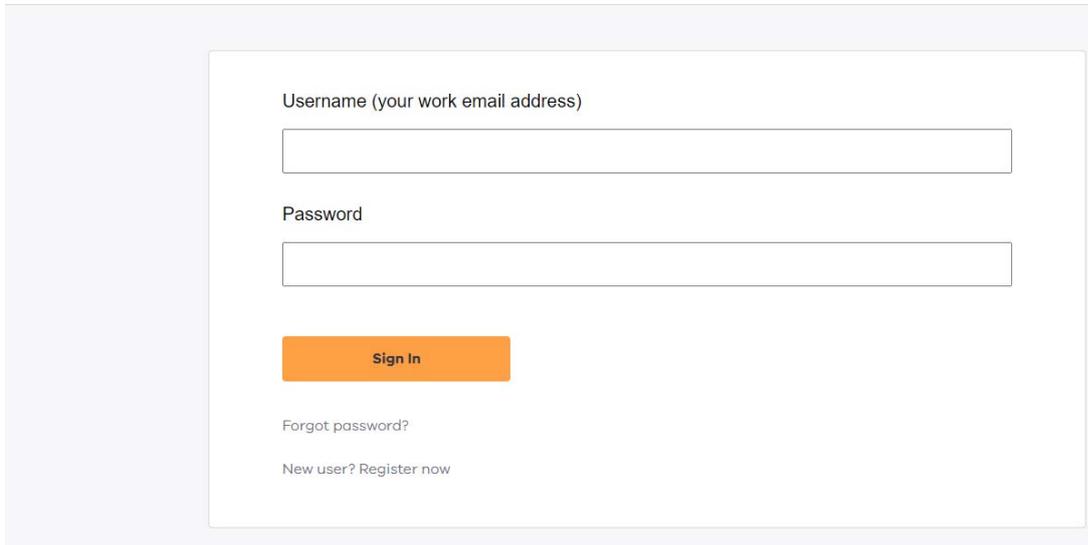
Step 2

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 Car pool receives the manager's approval, your registration is completed, and you will be notified via email. Then, you can start using car pool service.

Registered car pool users

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

Login to book a vehicle

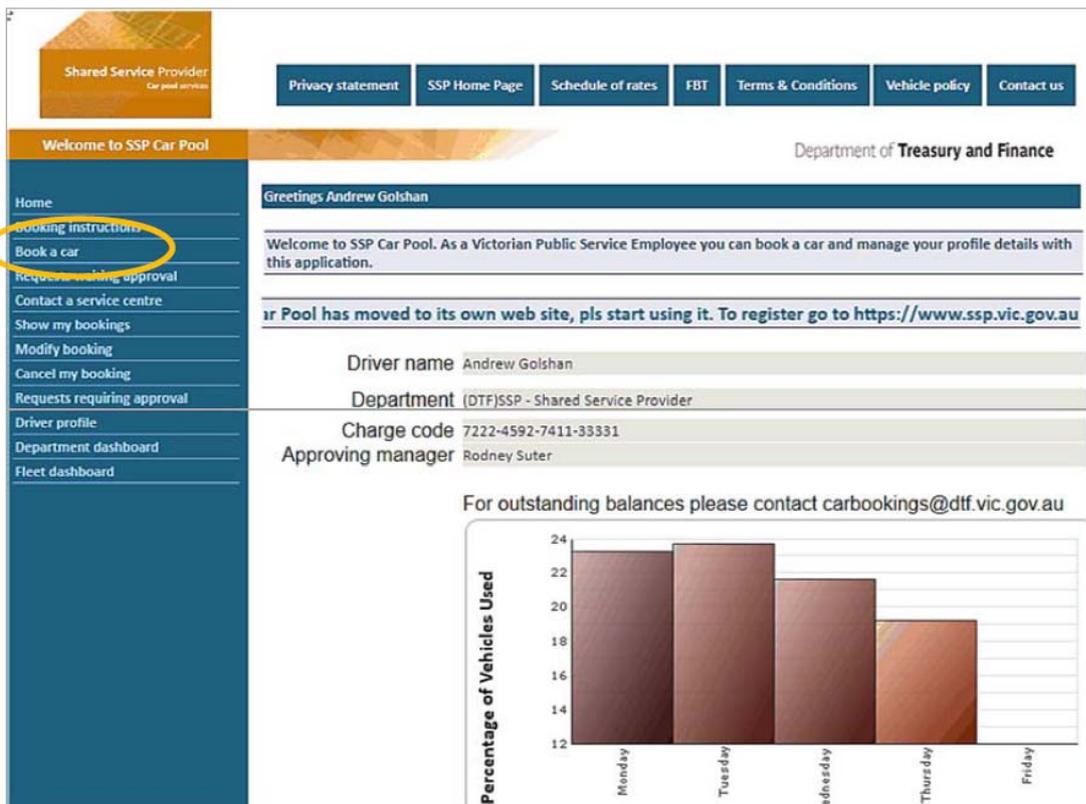2. Once in the booking system, you can select 'Book a car' link in the left-hand side navigation.

3. Enter your booking details and submit the form.

4. You will receive a confirmation on the screen.

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

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@dtf.vic.gov.au.