



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

# SHARED SERVICE PROVIDER BOOKING A CAR - USER MANUAL

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

1. To start your booking, please go to [www.ssp.vic.gov.au](http://www.ssp.vic.gov.au).
2. Use 'Book a car pool vehicle' quick link to get to the car pool login page.

## Shared Service Provider

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

### Quick links

[Submit an office maintenance request](#) 

[Access the library services](#) 

[Book a car pool vehicle](#) 

[Enquire about SSP services](#) 

[Access secure client portal \(login required\)](#) 

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



Office and Property Services



Library Services



Car Pool Service

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](http://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

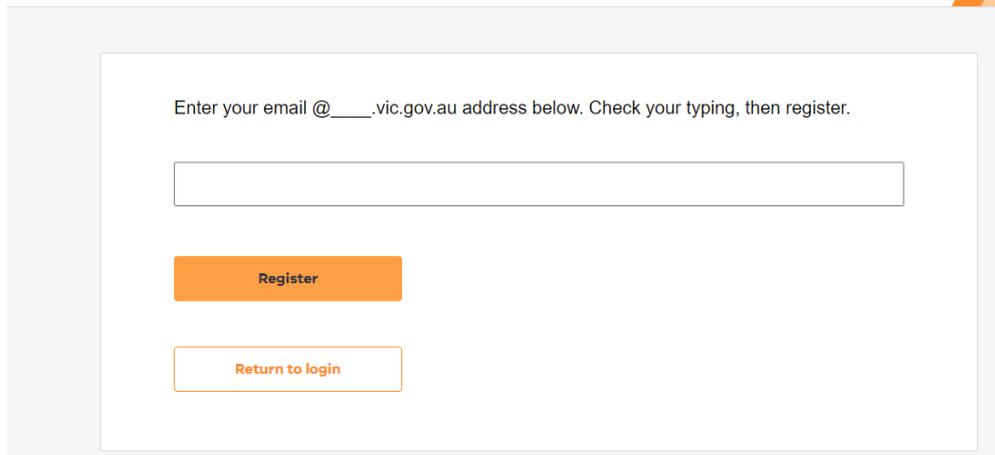
You will need to register to use the car pool service. This is a two part-process. Please follow these steps.

### 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.

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. Underneath the input field are two buttons: a solid orange button labeled "Register" and a button with an orange border labeled "Return to login".

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.

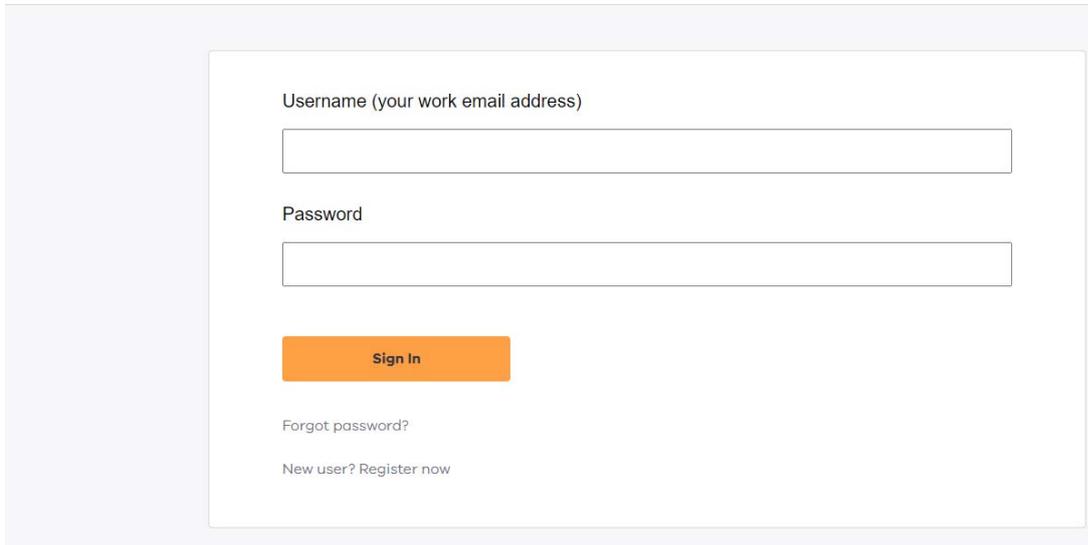
## Step 2

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



Username (your work email address)

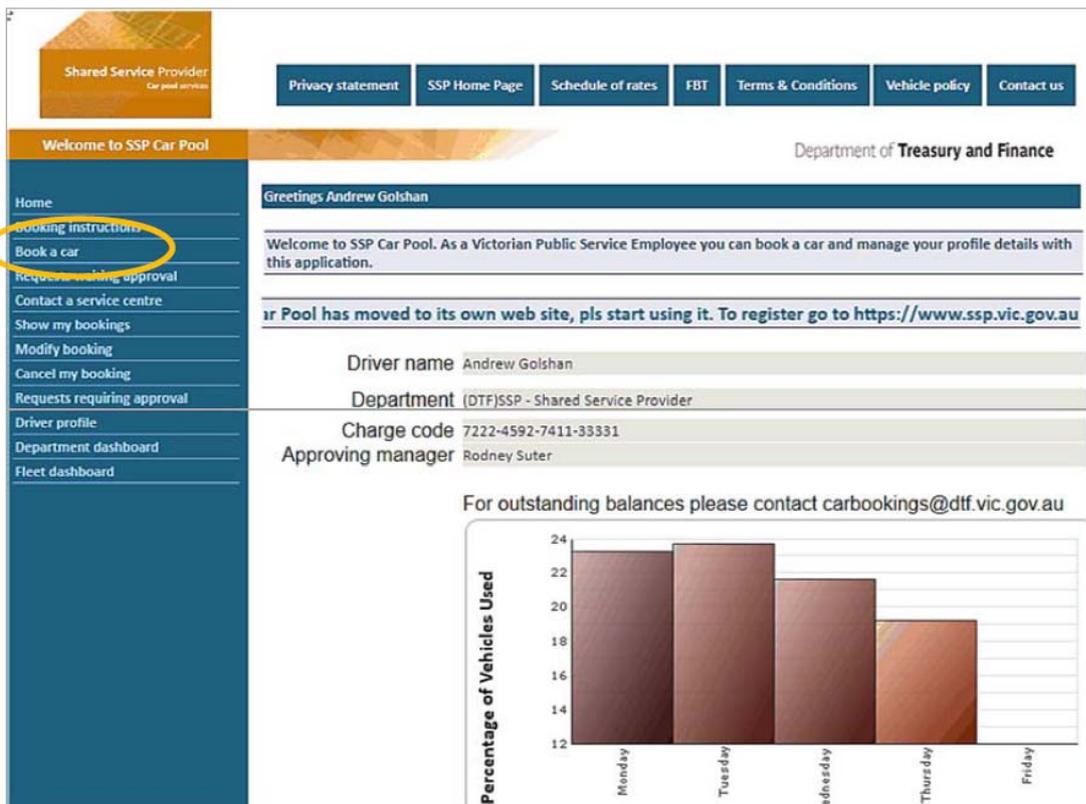
Password

**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.



Shared Service Provider  
Car pool services

Privacy statement | SSP Home Page | Schedule of rates | FBT | Terms & Conditions | Vehicle policy | Contact us

Welcome to SSP Car Pool

Department of Treasury and Finance

Greetings Andrew Golshan

Welcome to SSP Car Pool. As a Victorian Public Service Employee you can book a car and manage your profile details with this application.

Car Pool has moved to its own web site, pls start using it. To register go to <https://www.ssp.vic.gov.au>

Driver name Andrew Golshan

Department (DTF)SSP - Shared Service Provider

Charge code 7222-4592-7411-33331

Approving manager Rodney Suter

For outstanding balances please contact [carbookings@df.vic.gov.au](mailto:carbookings@df.vic.gov.au)

Percentage of Vehicles Used

Day	Percentage of Vehicles Used
Monday	23
Tuesday	24
Wednesday	21
Thursday	19
Friday	18

3. Enter your booking details and submit the form.

4. You will receive a confirmation on the screen.

Shared Service Provider  
Car pool services

Welcome to SSP Car Pool

Home  
Booking instructions  
Book a car  
Requests waiting approval  
Contact a service centre  
Show my bookings  
Modify booking  
Cancel my booking  
Requests requiring approval  
Driver profile  
Department dashboard  
Fleet dashboard

Privacy statement | Return to VPS Hub | Schedule of rates | FBT | Terms & Conditions | Vehicle policy | Contact us

Department of Treasury and Finance

Request for transport

Quotation Number: TRQ000021639

Message from webpage

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

Excess kilometres rate: \$0.55 per kilometre  
Indicative cost: \$240.00  
Your surname: Golshan  
Driver email address: andrew.golshan@dtf.vic.gov.au  
Charge code: 7222-4592-7411-33331  
Number of occupants: 1

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](mailto:carbookings@dtf.vic.gov.au).