

**Department of Management and Budget
Vehicle and Travel Services
Traverse City Cherry Pit Motor Pool
Frequently Asked Questions**

Vehicle Reservation System (VRS)

- Contact VTS for reservations or cancellations if you cannot connect to the system.

Vehicle Reservations

- Reserve vehicles for a maximum of two weeks per reservation.
- Reservations can be made up to two months in advance.
- Reservations made further in advance will offer a better selection of vehicles.
- *Cancel reservations prior* to pickup time or be charged for the vehicle use. Other drivers are in need of vehicles for their business.
- “No Vehicles available” screen can be printed as proof that no vehicles were available in the motor pool.
- Vehicle reservations can be scheduled with a pickup time the day before the actual trip will occur. Vehicles can be parked at the driver’s home residence, but cannot be used for any personal use – only for business use.
- Vehicles containing special equipment are identified in the vehicle comments section. These vehicles are used primarily by the identified departments. Drivers from other departments may use these vehicles only if they first contact the person at the phone number listed in the vehicle comments section.

Vehicle Pickup

- Keys picked up in Facility Managers Office, 7:30 AM to 5:00 PM only.
- Contact Facility Manager at 231-922-5204 for after-hours pickup arrangements.

Fuel Card

- Attached to key chain.
- PIN number is the last six digits of the driver’s employee (HRMN) ID.
- Use for fuel, wiper fluid, wipers, oil, and car washes located in gas stations.

Vehicle Return

- Return keys and fuel card to proper hook in key box, 7:30 AM to 5:00 PM only.
- After hours Return – Place key and completed confirmation sheet in drop slot in Traverse City Office Building north door.

Late Return

- Important to return vehicle on time because other drivers will have it scheduled for pickup.
- If vehicle will be returned late for any reason, call 517-322-5000.

Confirmation Sheet Must Be Completed and Turned-in By Driver

- Record the beginning and ending odometer readings.
- Record the actual time of pickup and return for vehicle use.
- Record the Mini-account code – Must be obtained from Department Vehicle Coordinator before first motor pool vehicle pickup.
- Place in slot under key box.

VTS Customer Service

Telephone – 517-322-5000

Email – VTScustomerservice@michigan.gov