

Dear Car Pool Customer

This letter is to follow up a previous communication regarding changes to the Car Pool and provide additional details. Please take a few minutes to review these changes. This and other information is, or shortly will be, available from the Car Pool website, <http://www.fs.uiuc.edu/campuservices/gcp/carpool/carpool.cfm>

New system effective November 29th

As part of a larger system change for all of Facilities & Services, the Car Pool reservation system will be changing over the Thanksgiving weekend. Beginning November 29th we ask that all reservation requests be made online. The online system is easy to use, **but does require an application process**. Please complete an application and submit early to prevent difficulties. Phone reservations will only be accepted for trips needed the same business day. Once you begin to make online reservations you will be able to view your entire department's reservations online. We suggest more than one person per department request access to the system.

Reservation times

Please be accurate with both your pickup and return times. Rates are based upon a 24-hr rental period. Additionally, delays in picking up your vehicle may result in the vehicle being assigned to another customer. Returning vehicles late could also jeopardize other customer's trips.

No reservation requests the week of November 22nd

We ask that you do not submit reservation requests during the week of November 22nd. This will greatly ease our transitional duties as we move to the new system.

Rate changes

New rates effective November 29th are already posted online.

I also ask for your patience over the next few weeks as we implement our changes.

Pete Varney

Director

Transportation & Automotive Services

Facilities & Services

University of Illinois