

## Wheaton Headquarters (WHQ) Commission Fleet Vehicle Reservation and Check-out Instructions

Before checking out or driving a Commission vehicle, employees MUST:

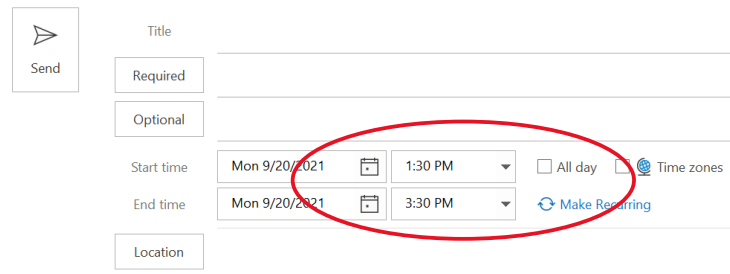
1. **Complete Defensive Driving Training** (Required to Drive a Commission Vehicle)  
See Mary Kilby (Parks) or Mondriahn Miller (Planning) for information on Training.
2. **Enroll in Key Keeper System** (Required to Take a Key)  
See Eduardo Maniwang or Ervin Juarez to enroll.

The pooled Commission fleet vehicles at WHQ are shared between Parks and Planning staff. The vehicles are located at the [Wheaton Mall on the second floor in the northeast section of the mall parking lot](#). The WHQ Commission fleet vehicles should always be parked in the designated area at the Wheaton Mall parking lot.

**For information or assistance, contact Eduardo Maniwang (301-351-4185) or Ervin Juarez**

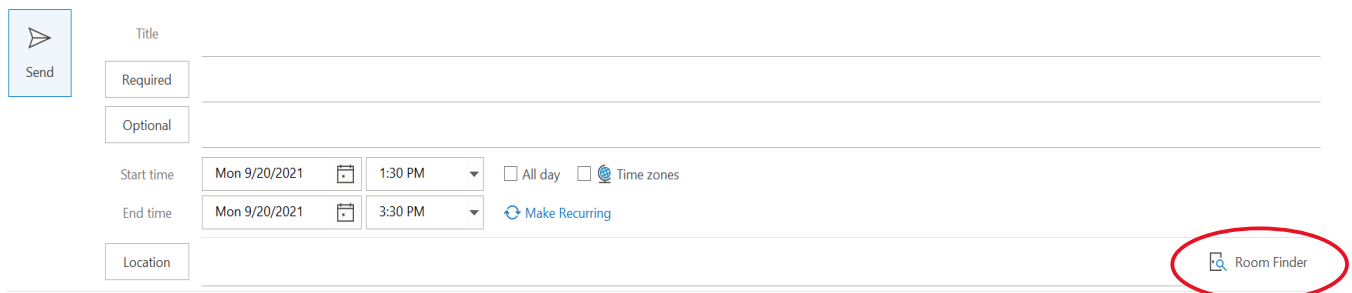
### STEP 1: Reserving a Vehicle

- A. Open Outlook and go to the Calendar.
- B. Select "New Meeting."
- C. Once the appointment window opens select the date and time you would like to reserve the vehicle.



A screenshot of the Outlook meeting creation form. The form includes fields for Title, Required, Optional, Start time, End time, Location, and a Send button. The Start time is set to Mon 9/20/2021 at 1:30 PM, and the End time is set to Mon 9/20/2021 at 3:30 PM. A red circle highlights the date and time selection area.

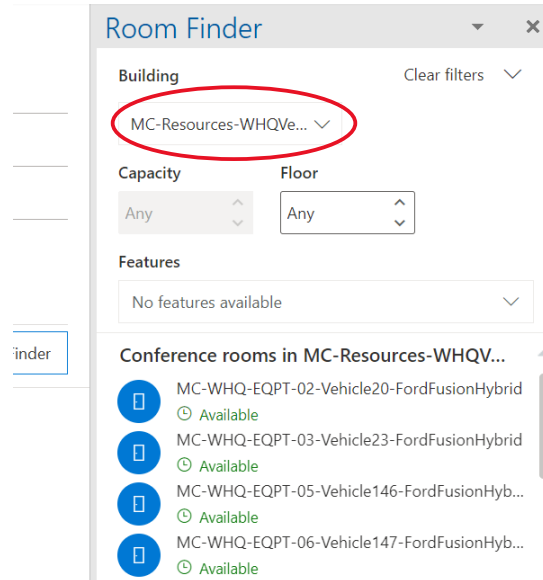
- D. Select "Room Finder."



A screenshot of the Outlook meeting creation form, similar to the one above. The Start time is Mon 9/20/2021 at 1:30 PM, and the End time is Mon 9/20/2021 at 3:30 PM. A red circle highlights the Room Finder button in the bottom right corner.

- E. The “Room Finder” toolbar will then appear to the right of the window. In the Room Finder, type MC-Resources-WHQ Vehicle List. You will see available vehicles for the date and time you selected.

*If you don't see the Room Finder toolbar as it appears below, exit the screen and click the Location button. Under the Address Book, select All Rooms, and scroll down until you see MC-WHQ-EQPT-01-Vehicle10-FordExplorer which is the first Wheaton pool vehicle on the list. The list goes down to MC-WHQ-EQPT-17-Vehicle43-ForFusionHybrid. Select all or the vehicle you would like, click Rooms and Click Scheduling Assistant to check availability.*

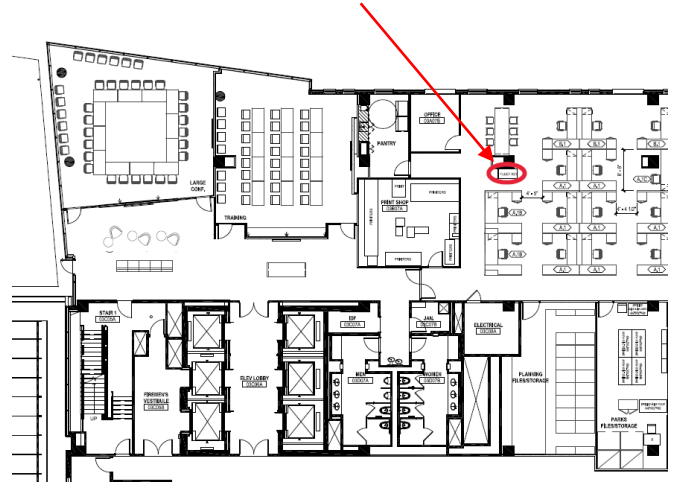
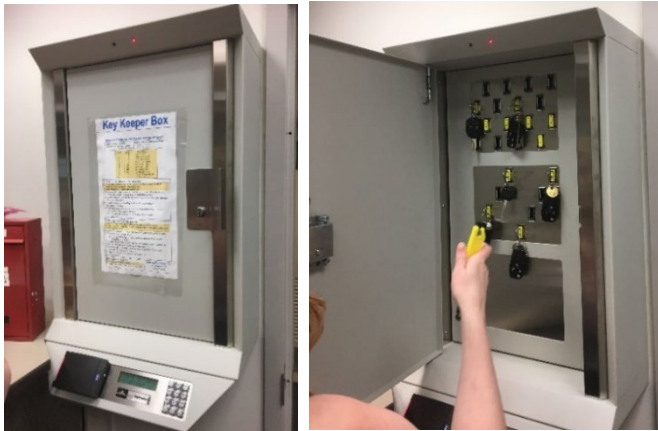


- F. Click on the vehicle you would like to use. It will appear in the Required field and Location fields, type your name in the Title line and hit Send. Congratulations! You have now reserved a vehicle. Check your email for confirmation.  
The format for each vehicle is: MCP-WHQ-EQPT-Key#-Vehicle#-Vehicle Make Model.

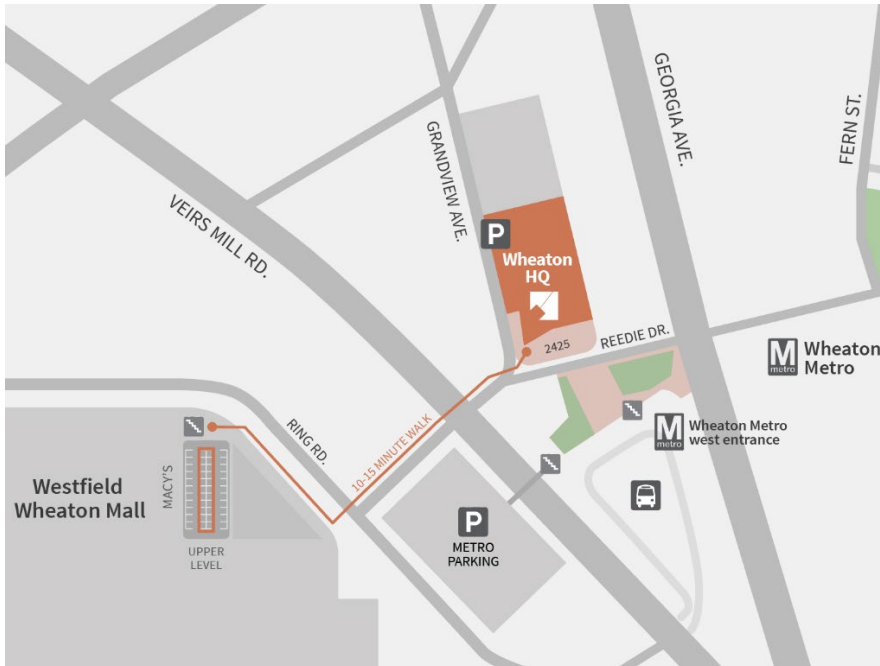
## STEP 2: Obtaining a Vehicle Key

Parks and Planning staff will use the Key Keeper System, a secure and self-service system, to access Commission vehicles. The Key Keeper Box holds the physical keys of all Commission pooled fleet vehicles located at WHQ. The Key Keeper Box is located on the 12th floor of WHQ.

Key Keeper Box



Map from WHQ to Wheaton Mall Parking Lot on the 2<sup>nd</sup> Floor of the Garage



Key #	Vehicle #	Make/Model	Key #	Vehicle #	Make/Model
1	10	Ford Explorer	11	77	Ford Escape
2	20	Ford Fusion Hybrid	12	25	Ford Escape
3	23	Ford Fusion Hybrid	13	102	Ford F-150
4	--	Garage – G4 Gate	14	105	Honda Civic
5	146	Ford Fusion Hybrid	15	109	Ford Escape
6	147	Ford Fusion Hybrid	16	108	Honda Civic
7	148	Ford Fusion Hybrid	17	43	Ford Fusion Hybrid
8	149	Ford Fusion Hybrid			
9	177	Chevy 12 Passenger Van			
10	184	Ford Fusion Hybrid			

1. Swipe your ID badge on reader on lower left corner of Key Keeper box.
2. Display will prompt “Remove Key.” Press **ENT** to confirm.
3. Input the “Key #” (not vehicle #) for vehicle you want to use (see list above). Press **ENT** to confirm.
4. If the key is available, the Key # will remain on the display. Press **ENT** to confirm.
5. The box will beep 3 times, and the display will prompt “Open Door.” Pull on the handle to open the door.
6. Remove the key by pulling out the illuminated key holder.
7. Close the door.
8. Take a Yellow “Fleet Check Out/In Card” with you to the vehicle.

### STEP 3: Returning a Vehicle Key

1. Return completed Yellow “Fleet Check Out/In Card” in the red Drop Box next to the Key Keeper Box.
2. Swipe your ID badge on reader on lower left corner of Key Keeper box.
3. Display will read “Remove Key.”
  - a. Use down arrow **8** to scroll two times down to “Return Key.”
  - b. Press **ENT** to confirm.
4. Input the Key # for the vehicle you are returning. Press **ENT** to confirm.
5. The display will prompt “Checking for Open Slots.”
6. The box will beep 3 times, and the display will prompt “Open Door.” Pull on the handle to open the door.
7. Fully press the key into any open key holder slot.
8. Close the door.

### TO RETURN MULTIPLE KEYS

1. Follow the instructions To Return a Key.
2. Once the door is open, fully press each key holder into any open slot.
3. Keys can be returned any time the door is open for any reason.

## Rules to Keep in Mind for Use of Commission Vehicles

All M-NCPPC vehicles should be used in accordance with [Practice 6-10, M-NCPPC Vehicle Use Program](#).

- All M-NCPPC vehicles must be reserved for use on the Outlook calendar which can be done through desktop or mobile phone. The process is similar to reserving a conference room for a meeting. If a reservation is declined, please know the reservation will not appear on the Outlook calendar and you should not take a vehicle key.
- Please be considerate and fill up the gas tank if the fuel is low so it will be full for the next person.
- Please return the vehicle within the timeframe of your reservation on Outlook. Someone else may have reserved the vehicle for use directly after you. Should you need to extend the vehicle for use, please update your reservation on Outlook or alert any staff who have the vehicle reserved right after you. If you are unable to extend the reservation, please contact **Eduardo Maniwang at 301-351-4185** for assistance.
- Please be sure all windows are up completely when exiting the commission vehicles. Rainwater can damage the interior of the vehicle.
- The use of lighted tobacco, e-cigarettes (vaping, etc.) and all forms of tobacco products (lighted and non-lighted) is prohibited in all owned or leased M-NCPPC vehicles.