University of Nebraska-Lincoln Fleet Management
24/7 Vehicle Rental
Key Dispatch
“Keyosk”
Fleet Management lobby’s (City or East campus) are N-Card accessible 24/7 only to authorized drivers. (Access is granted when authorization to drive on University business is granted)
City Campus 24/7
Dispatch & Fuel
1931 N Antelope Valley Parkway
Fleet Management
East Campus
35th & Fair Street
Lincoln NE

Card Reader
Touch Screen to Start
and follow prompts

Kiosk Touch Screen

Drivers license scanner
Are you picking up or returning a vehicle?

Tap "Picking Up" if you are taking a vehicle.
When instructed place your drivers license to where the laser can scan the bar code on the back side.
Tap "Confirm" if the reservation details are correct.
Inspect vehicle for damage before departure. Email pictures of the vehicle number and any damage to autorental@unl.edu.

Tap "Confirm" and report any damage before driving.
Drivers are required to log miles for each driving day. Miles can be logged by scanning the QR code on the fuel card holder.

Tap "Confirm" and log your miles every day the vehicle is driven.
Corresponding key box will pop open. Take keys and fuel card.
Close door firmly.
Scan QR code each day the vehicle is driven to log miles.
Every driver should read and sign the online annual drivers agreement at:
https://scsapps.unl.edu/RentalRequest/DriverAgreement

Rental Agreement Key Points

Inspect & report damage prior to driving by emailing pictures to: transcharge@unl.edu

Complete the daily mileage log by scanning QR code on fuel card holder

Vehicle must be refueled on return

First six digits of drivers NUID authorize fuel transactions

No smoking in UNL vehicles & seat belt use mandatory
Disinfecting Vehicles

All touch points of vehicles should be disinfected before and after use. Disinfecting spray and hand sanitizer is available in the lobby of both the City and East Campus key dispatch locations.
Vehicle Return

When returning a vehicle, prior to entering the lobby remember to refuel the vehicle, park the vehicle, complete the mileage log, remove trash & personal items, and note the ending odometer.

(Hint: Some drivers take a cell phone picture of the odometer)
Are you picking up or returning a vehicle?

Tap "Returning"
Enter vehicle number found on the key tag.
Tap "Confirm" after you have verified all trash and personal items are out of vehicle.
Tap "Confirm" after you have refueled the vehicle.
Enter odometer reading - no tenths.
Return keys and close door firmly.
Useful Links
(Note: Applications are Smartphone Compatible)

- Make a Reservation
  https://scsapps.unl.edu/RentalRequest/NewReservation/Index

- Modify or Cancel a Reservation
  https://scsapps.unl.edu/RentalRequest/ModifyReservation/Index

- List a Driver’s Reservations
  https://scsapps.unl.edu/RentalRequest/ReservationList/Index

- List a Requestor’s Reservations
  https://scsapps.unl.edu/RentalRequest/RequestorReservationList/Index
Trouble Shooting

If you are having trouble scanning your license bar code, try scanning your N-card and then enter in your license number when prompted.

If you receive a reservation not found message, use the phone or ring for assistance button in the lobby and follow the prompts for assistance.

Vehicle access codes are accessible on-line.

A drop box is located below the Keyosk cabinet for reporting vehicle issues.
On Campus GASBOY Fuel Pump Operation

1. Slide Voyager fuel card through slot from top to bottom with the magnetic strip facing away from you.

2. Enter pump number and press "OK".

3. Enter odometer and press "OK".

4. Press F3, enter driver ID (first 6 digits of your NUID) press "OK".

5. Return Voyager card to sleeve on keys, remove fuel pump nozzle, place in vehicle fuel receptacle, slide pump activator to cover up nozzle rest and fuel vehicle.

6. Fuel pump nozzle will click off when vehicle is full, do not top off vehicle, turn off fuel pump and return nozzle to holder.

Turning off fuel pump completes the transaction.
*Please Note*

- Daily rental reservations do not end by skipping the Keyosk return process and placing keys in drop box.
- Departments will be charged additional rental days if the Keyosk is not utilized.
- If the vehicle is not returned as scheduled, it will not be available for the next scheduled user.
- If a vehicle is returned unclean, the next user will receive a dirty vehicle. Please be considerate of other drivers and remove trash & personal items from the vehicle prior to return.
- If the mileage log is not properly completed, your reservation will be charged an administrative fee.
- If the vehicle is not refueled when returned, the next reservations fuel will be charged to your reservation, and/or your reservation will be charged an administrative fee.
Questions or concerns

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