University of Nebraska-Lincoln
Transportation Services
24/7 Vehicle Rental
Key Dispatch
“Keyosk”
Transportation Services 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
East Campus 24/7
Dispatch & Fuel
35th & Fair Street
Transportation Services
East Campus
35th & Fair Street
Lincoln NE
Touch Screen to Start and follow prompts.

CASE SENSITIVE NO DASHES/NO SPACES

Safepak Key Cabinet

Press Screen To Start

RETURNS REQUIRE 3 DIGIT UNIT NUMBER
When picking up, touch “Take”
When instructed, place your drivers license on the scanner, photo facing out.

Do not touch Scan until your license has been placed on the scanner.
“Sample” license on scanner glass
While scanning, read the Self-Dispatch Rental Agreement located adjacent to the Keyosk.

Rental Agreement Key Points

Inspect & report damage prior to driving

Complete the mileage log

Vehicle must be refueled on return

First six digits of drivers NUID authorize fuel transactions

No smoking in UNL vehicles & seat belt use mandatory
ID Scan Confirmed
Please Remove License

Do not move or remove your license until instructed.
Your name will be displayed, touch Confirm

Then your License Number will be displayed, touch Confirm

Is This Name Correct?
SAMUEL SAMPLE
Unit number, pickup & return date/time will be displayed – touch Confirm

Confirm Unit 043
Pickup: 6/15 10:30
Return: 6/15 17:00
Touch Continue (confirm) that you will inspect and report damage before leaving (driving).
Touch Continue (confirm) you understand you are to properly complete the vehicle mileage log.

Each vehicle contains a yellow folder with vehicle assigned mileage logs. Drivers are required to fill the log out completely for each driving day.

Continue  Cancel
Take the vehicle key & credit card, and close the door firmly to complete dispatch.
A yellow folder with the vehicles mileage log is in each daily rental vehicle. The mileage log is to be completed for each day a vehicle is operated and the log/folder is to remain in the vehicle.
Sample – Reporting pre-existing damage

Rental Vehicle Damage Form

Indicate Damaged Area(s) and Missing Items:

- Front door
- Rear door
- Side of fender
- Top of fender
- Hood
- Windshield
- Rear window
- Window
- Hub Cap
- Front bumper
- Rear bumper
- Headlight
- Tail light
- Side of fender
- Top of fender

Unit # 275
Signature [Signature]
Date 1/29/13
Print Name [Print Name]
After closing the door, an email confirming dispatch will be sent to autorental@unl.edu
Dispatch complete

Email Successful
Thank You.
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)
Touch Screen to Start and follow prompts to Return.

Are You Taking Or Returning A Key?

Take

Return

CASE SENSITIVE NO DASHES/NO SPACES

RETURNS REQUIRE 3 DIGIT UNIT NUMBER
Enter the 3 digit vehicle number
After entering the 3 digit vehicle number, Touch OK
Confirm you have removed trash and personal items from the vehicle.

Have You Removed All Trash And Personal Items From The Car?

Yes  No
Confirm you have refueled the vehicle.

Have You Refuelled Your Car Completely?

Yes

No
Enter the ending odometer reading, no tenths and touch OK.
A door will open, place the keys in the box and close, or you may be instructed to place the keys in the drop box. Remember to firmly press the door closed.
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 receive a scan error message when picking up a vehicle, place your license on scanner upside down, make sure the photo is facing out and rescan.

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 online
Trouble Shooting

A drop box is located below the Keyosk cabinet for pre-travel damage reports, driver evaluations, and reporting vehicle issues. The drop box is accessible for key/credit card return only through the Keyosk Cabinet.
On Campus GASBOY Fuel Pump Operation

Place card in slot face up and slide left. System will ask for Driver ID (first six digits of your NUID), current odometer reading and then which pump you are using. Return Voyager card to sleeve on keys, remove fuel pump nozzle, place in vehicle fuel receptacle and fuel vehicle. 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 & mileage log in the 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/Concerns:

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