EMS Web App User Manual – Vehicle Rentals

This is a user manual for the EMS Web App (formerly VEMS). The EMS Web App is the online component of the desktop application EMS and is used to schedule simple events or meetings that have “No Setup Required” and vehicle rentals. However, this manual will focus on the vehicle rental portion. For more information regarding scheduling simple events please see the Conference & Events Services’ EMS Web App User Manual.

Anyone employed by SU or any student working for an SU department that necessitates an account may request an EMS Web account by submitting a request here.

POLICY

HOW FAR OUT IN ADVANCE CAN YOU BOOK VEHICLE RENTALS?
Vehicle Rentals open on the EMS Web App for each quarter on the following dates below.

- Fall 2019 – Currently Open
- Winter 2020-Monday, Nov 4, 2019
- Spring 2020 –Monday, Jan 13, 2020
- Summer 2020 – Monday, May 4, 2020

WHO CAN DRIVE THESE VEHICLES?
Only authorized drivers that have completed the Application for Vehicle Driver Authorization may drive University Vehicles. To become an authorized driver, please visit the Vehicle Rental website. The person reserving the vehicle DOES NOT have to be the driver.

HOW MUCH DO THESE VEHICLES COST?
Price varies based on the type of vehicle. Please see the pricing list below.

- **SU 12-Passenger Van Rentals:**
  - Basic Rental Fee: $25.00
  - Mileage Fee: $0.55 per mile driven over 25 miles
  - Trash Disposal Fee: $50 (if necessary)
  - Fee of $25.00 for each of the following violations:
    - Failure to cancel reservation 3 (three) business days prior to check-out time
    - Failure to complete Section 1 (one) of the Vehicle Inspection Form
    - Failure to complete Section 2 (two) of the Vehicle Inspection Form
    - Failure to complete Section 3 (three) of the Vehicle Inspection Form
    - Failure to attach gas receipt/fill gas tank to a minimum of ½ tank
    - Failure to return contract
    - Smoking in van
  - Fee of $50.00 if returned late and has disrupted the service for the next user.
- **Enterprise Vehicle Rentals:**
  - 12-Passenger Van: $115.00 per day (3-day minimum rental charges applies)
  - 8-Passenger SUV: $115.00 per day (3-day minimum rental charges applies)
  - 7-Passenger Minivan: $65.00 per day (3-day minimum rental charges applies)
  - 5-Passenger Car: $45.00 per day (3-day minimum rental charges applies)
  - Mileage Fee: Unlimited Mileage
  - Trash Disposal Fee: $50 (if necessary)
  - Full rental charge for Failure to cancel reservation 3 (three) business days prior to check-out time.
  - Additional Fee of $25.00 for each of the following violations:
    - Failure to complete Section 1 (one) of the Vehicle Inspection Form
    - Failure to complete Section 2 (two) of the Vehicle Inspection Form
    - Failure to complete Section 3 (three) of the Vehicle Inspection Form
    - Failure to attach gas receipt/fill gas tank to a minimum of ½ tank
    - Failure to return contract
    - Smoking in van
  - Fee of $50.00 if returned late and has disrupted the service for the next user.

**IMPORTANT NOTES:**
The Department of Public Safety (DPS) carefully monitors campus usage of the EMS Web App. If it is discovered that any of the following is happening in the list below, your access will be revoked, any reservations will be cancelled, and DPS may take further action.

- You are over-reserving or not using all of your reserved rentals
- You are not cancelling unused reservations
- You are misrepresenting the reason for your vehicle rental
- You are misrepresenting for whom you are reserving the vehicle
- You are abusing your privileges of the EMS Web App
PROCEDURE

YOU MUST FIRST REQUEST AN ACCOUNT BEFORE YOU MAY ACCESS THE EMS WEB APP!
To request an account please fill out the form here. Once you have received your account credentials from DPS, point any internet browser to the following address: https://oitems.seattleu.edu/EmsWebApp/

(NOTE: In order to access the website, YOU MUST be on campus using the SU Secure network, or be connected via the VPN or Virtual Desktop if you are off-campus.)

LANDING PAGE

To get to the Login page, click on the “Welcome, Guest” tab on the upper right hand corner.

Enter in your SU email address and chosen password.
BOOKING A VAN AS FACULTY/STAFF

Once logged in, you may see a number of options available to you in the “My Home” screen. If you are faculty/staff click the “book now”, to get started.

Select the date you wish to reserve your vehicle(s). Then, select the start time and end time.
Next, select the vehicle(s) you are wishing to reserve by clicking the “+” button. Then, click “Next Step”.

DO NOT CHANGE THE AMOUNT OF ATTENDEES. LEAVE IT AT 4. Then click, “Add Room”.
From there, click “Next Step” and fill out all the necessary details, including requestor information, on-site contact, additional info, and your billing reference number.

Congrats! You have submitted a vehicle rental request!
BOOKING A VAN AS A STUDENT

Once logged in, you will see a number of options available to you in the “My Home” screen. If you are a student click the “book now” to get started and follow the same steps for the faculty/staff (see pages 3-6).

As a student you will not have the option to input a budget number. YOU MUST SUBMIT THE STUDENT VEHICLE BUDGET APPROVAL FORM, FOUND HERE: https://www.seattleu.edu/transportation/van-rentals/student-vehicle-budget-approval-form/#form

If you do not fill out the Student Vehicle Budget Approval Form within 3 business days your vehicle rental request will be cancelled.

CREATING AN OVERNIGHT RENTAL

First follow the steps found on pages 3-4.

For the first day of your reservation make the end time 12:00 AM. Once again, remember TO NOT CHANGE THE NUMBER OF PEOPLE. LEAVE IT AT FOUR. Then, click either “Search” button.

Next, select the vehicle(s) you are wishing to reserve by clicking the “+” button. DO NOT CLICK NEXT STEP, like you would in a normal one-day reservation. Instead, select the next date, change the start time to 12:00 AM and change the end time to whatever time you wish to end the reservation. Select search again, and select the same vehicle. Continue to repeat this step for the amount of days you need the vehicle.

Once you have booked all the days you need reservations for, and then click “Next Step”.

Page 7 of 10
Once again, **DO NOT CHANGE THE AMOUNT OF ATTENDEES. LEAVE IT AT 4**. Then click, “Add Room”.

Congrats! You have submitted a vehicle rental request!

Please note you should receive the following error message below. **THIS IS FINE. DO NOT EDIT THE RESERVATION.** Wait to receive a confirmation from, DPS. If the confirmation is incorrect, please reach out to VanRental@seattleu.edu.
MORE INFORMATION

WANT MORE INFO ON EMS WEB APP?
For more information on how to book conference spaces, how to change passwords and more please see Conference & Events Services’ EMS Web App User Manual.

QUESTIONS ABOUT VEHICLE RENTALS?
For more information regarding vehicle rentals please reach out to VanRental@seattleu.edu or by phone at 206-296-5992.