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Call the Help Desk
at 2-4357

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Employees Now Have New Way to Request Vehicle

(June 17, 2010) A new and “more automated” request form is now online for employees who want to request a vehicle from the Gateway Vehicle Pool.

The new procedure is expected to improve documentation of vehicle requests to help Metro improve its recordkeeping procedures, said Kathryn Jackson, Senior Programmer Analyst.

The new method is easy to use and even has a “Quick Reference Card” that provides an employee with easy steps to follow.

Employees can make their vehicle request by going to the “forms online” tab on the myMetro home page, and clicking on the vehicle pool request form under General Services.

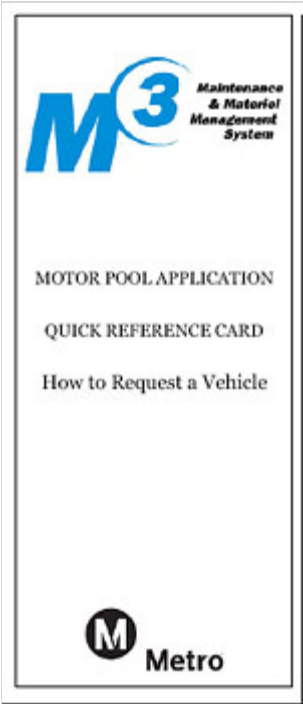
They will be asked to login with their employee user ID, and use the word “metro” as their initial password. Employees will then be asked to create a new password. Please note: If you currently have an M3 or Motor Pool account your password has not changed.

Once logged in, an employee can fill out the request form, print it out, and get the necessary signature(s).

Currently, employees still need to take their form to the P-3 offices. In coming months, the form will be routed directly to a supervisor by email, and then on to the Motor Pool office.

The new procedure is currently available only for Gateway Building employees, but it’s expected to be implemented throughout Metro’s six other vehicle pool sites in coming months.

How-to manuals (PDFs)



- 1) [Just](#) the FAQs
- 2) [How to](#) request a vehicle
- 3) [How to change](#) your password and update account information

-- from Laura Kloth