

Facilities Management Department Notice Vehicle Reservation Process

Description:

To improve customer service, the manual vehicle reservation form/process has been transitioned to Ad Astra. Vehicles can be reserved on Ad Astra very similar to reserving classrooms.

This transition affords the campus community the ability to check availability of vehicles for desired date and time.

This process also streamlines the cumbersome manual logbook entries and completing the paper request.

Implementation Timeframe:

Ad Astra will be the primary application to reserve vehicles for University business. A soft launch of this new process was implemented during Winter Break.

Full implementation of this process will be effective January 21, 2020.

Campus Impact:

The following video was developed to assist with this transition.

https://millersville.mediaspace.kaltura.com/media/Vehicle+Request+Vldeo/0_1om0x0y0

Additionally, a training session can be planned for your specific department by calling the Facilities Management Department office at x7875.

If you have any issues accessing the Vehicle Reservation Request link in Ad Astra, contact Mr. Richard Yednock at Richard.Yednock@millersville.edu or x7588.