

Fleet Vehicle Reservation System

Northwest Kidney Centers has several vehicles that can be reserved for NKC business purposes. These vehicles can be used if you do not have a personal vehicle available or if you will be driving longer distances and prefer not to use your personal vehicle and submit for mileage reimbursement (trips to Port Angeles or Portland for instance). You must have a valid driver's license to drive these cars.

When you book a reservation, please consider adding some buffer time at the end of the reservation to account for potential traffic delays in case someone is picking up the car immediately after your reservation.

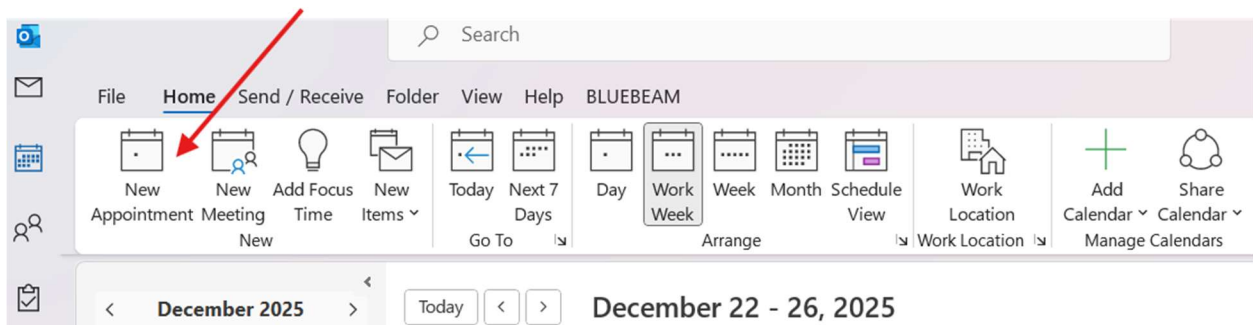
Instructions

1. Open the Outlook calendar and select **"New Appointment"**.
2. Fill in the details of the **date, start and end times, and descriptive title** for the reservation e.g. "Jane Smith – Car Reservation".
3. Select the **"Location"** button to select a car. Type in **"Fleet"** and press enter on the keyboard to search for cars.
4. Double click on the car you want to reserve and select the **"OK"** button.
5. The meeting invite will now show the selected car in the "Required" and "Location" lines.
6. Select the **"Scheduling Assistant"** menu to check if the car is available for the requested time. A blue bar indicates times that the car is booked. If the car is available, select **"Send"** to make the reservation.
7. **You will receive an email accepting the reservation if there are no conflicts.**
8. **If there is a conflict and the reservation is declined, you will need to cancel the appointment and create a new one with a car that is available.** You will still see the appointment on your calendar (it still shows up because you can attend, even if the car can't).
9. The cars are parked behind the Logistics building at the Burien campus (see the graphic at the end of the document with the parking area circled).
10. Keys can be picked up at the receiving dock office on the first floor of the logistics building. You will be given a clipboard with a vehicle use log to record information such as your name, date, check out time, check in time and fuel level.
11. Please return vehicles to the same area and return the key and clipboard to the receiving dock office.
12. Unless you are driving an extended distance or running low on fuel, you do not need to refill the gas tank unless it is at $\frac{1}{4}$ or less.

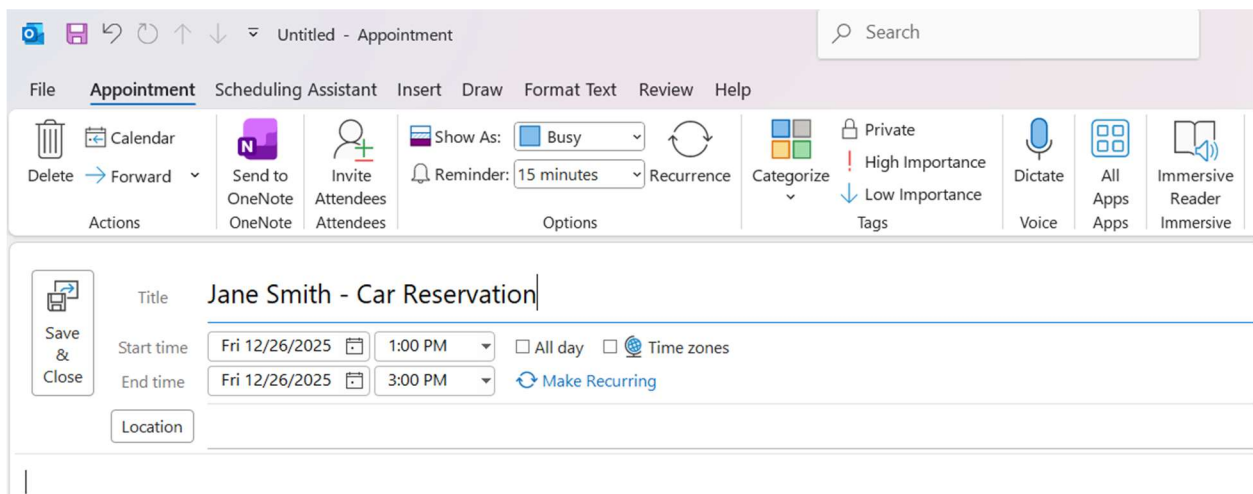
Fleet Vehicle Reservation System

Instructions With Graphics

1. Open the Outlook calendar and select “**New Appointment**”.



2. Fill in the details of the **date, start and end times, and descriptive title** for the reservation e.g. “Jane Smith – Car Reservation”.



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3. Select the “**Location**” button to select a car. Type in “**Fleet**” and press enter on the keyboard to search for cars.

The screenshot shows the Microsoft Outlook 'Appointment' form for 'Jane Smith - Car Reservation'. The 'Location' field is highlighted with a red arrow. A search overlay titled 'Select Rooms: All Rooms' is open, showing a list of rooms with columns for 'Name' and 'Location'. The search term 'fleet' is entered in the search bar.

Appointment Form Details:

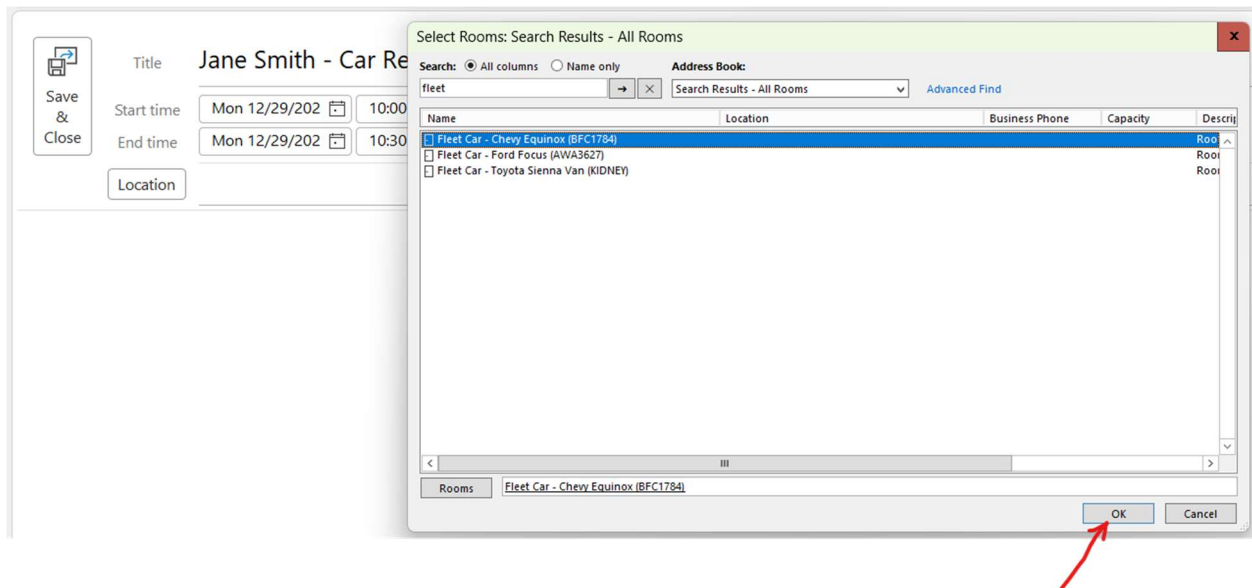
- Title:** Jane Smith - Car Reservation
- Start time:** Fri 12/26/2025, 1:00 PM
- End time:** Fri 12/26/2025, 3:00 PM
- Location:** (Field to be filled)

Select Rooms: All Rooms Search Results:

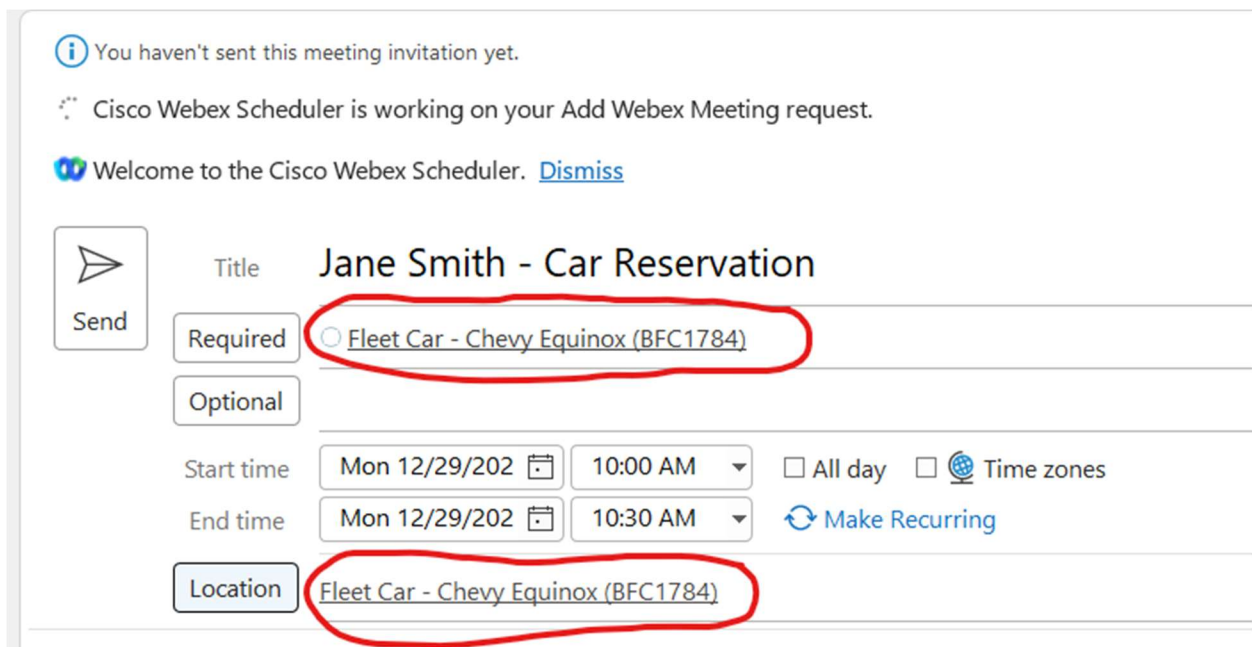
Name	Location
AKC-Home-TrainRm1	AKC
AKC-KView	AKC
Auburn_Home_Calendar	
Bellevue_Home_Calendar	
Bellevue2-Derrig-CKD-KView	
Bellevue2-TandS Melang-Staff-KView	
Blagg-A-KView	Blagg
Blagg-B-KView	Blagg

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4. Double click on the car you want to reserve and select the “OK” button.



5. The meeting invite will now show the selected car in the “Required” and “Location” lines.



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6. Select the **“Scheduling Assistant”** menu to check if the car is available for the requested time. A blue bar indicates times that the car is booked. If the car is available, select **“Send”** to make the reservation. In this example, the car is booked from 3:30 - 4:00 PM and available from 4:00 to 5:00 PM.

The screenshot shows the Microsoft Outlook Scheduling Assistant interface. The 'Scheduling Assistant' tab is selected in the ribbon. The interface displays a calendar view for Friday, 12/26/2025, from 4:00 PM to 5:00 PM. A blue bar indicates the car is booked from 3:30 PM to 4:00 PM. The 'Chevy Equinox' resource is selected in the left pane. The 'Send' button is visible in the top left.

7. You will receive an email accepting the reservation if there are no conflicts.

The screenshot shows an email received from the Fleet Vehicle Reservation System. The email subject is "Fleet Car - Chevy Equinox (BFC1784)". The body text states "Accepted: Car Reservation Test 1" and "Your request was accepted." A yellow banner at the bottom reads "Cars are behind the Burien Logistics building. Pick up car keys at the receiving office."

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8. **If there is a conflict and the reservation is declined, you will need to cancel the appointment and create a new one with a car that is available.** You will still see the appointment on your calendar (it still shows up because you can attend, even if the car can't).

Fri 12/26/2025 3:43 PM

Chevy_Equinox

Declined: Jane Smith - Car Reservation

To ● Michael Kellogg


When Friday, December 26, 2025 3:30 PM-4:30 PM (UTC-08:00) Pacific Time (US & Canada).

Location Chevy_Equinox

Accepted No attendees have accepted.

Tentative No attendees have tentatively accepted.

Declined No attendees have declined.

 Chevy_Equinox has declined this meeting.

Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting

[Michael Kellogg](#) - Friday, December 26, 2025 3:30:00 PM to Friday, December 26, 2025 4:00:00 PM

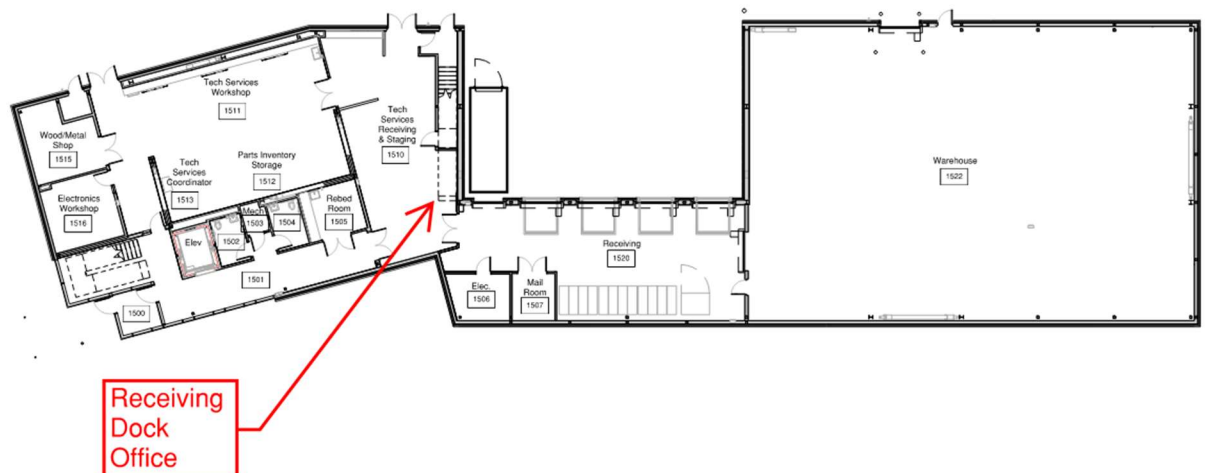
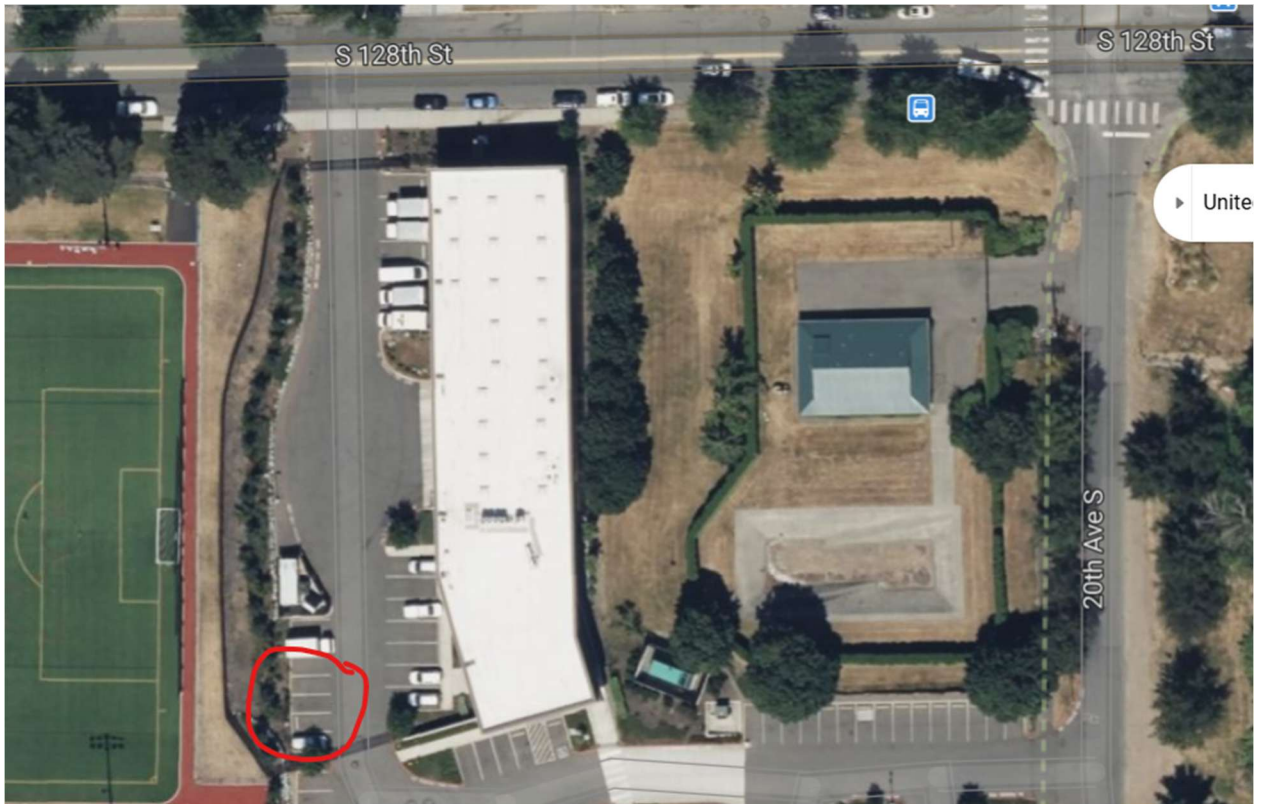
All times listed are in the following time zone: (UTC-08:00) Pacific Time (US & Canada)

Sent by Microsoft 365

9. The cars are parked behind the Logistics building at the Burien campus (see the graphic at the end of the document with the parking area circled).
10. Keys can be picked up at the receiving dock office on the first floor of the logistics building. You will be given a clipboard with a vehicle use log to record information such as your name, date, check out time, check in time and fuel level.
11. Please return vehicles to the same area and return the key and clipboard to the receiving dock office.
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Park behind the logistics building in the spaces below circled in red. Your access card will open the gate on South128th St.



Burien Logistics - 1st Floor
NORTHWEST KIDNEY CENTERS