

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.

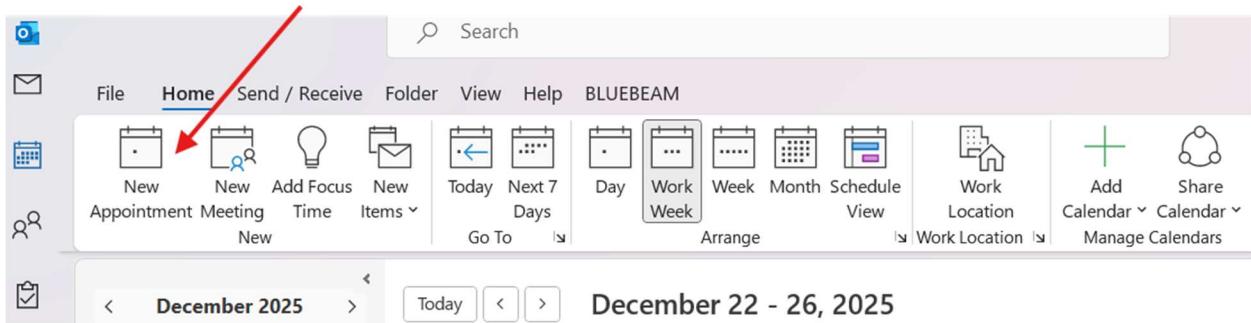
Instructions

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.

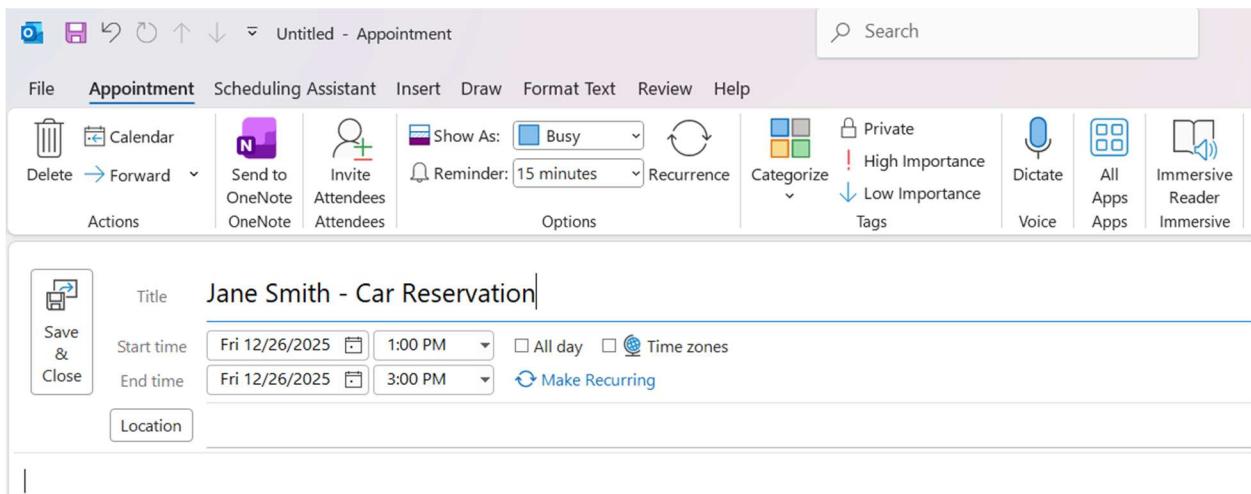
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Instructions With Graphics

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

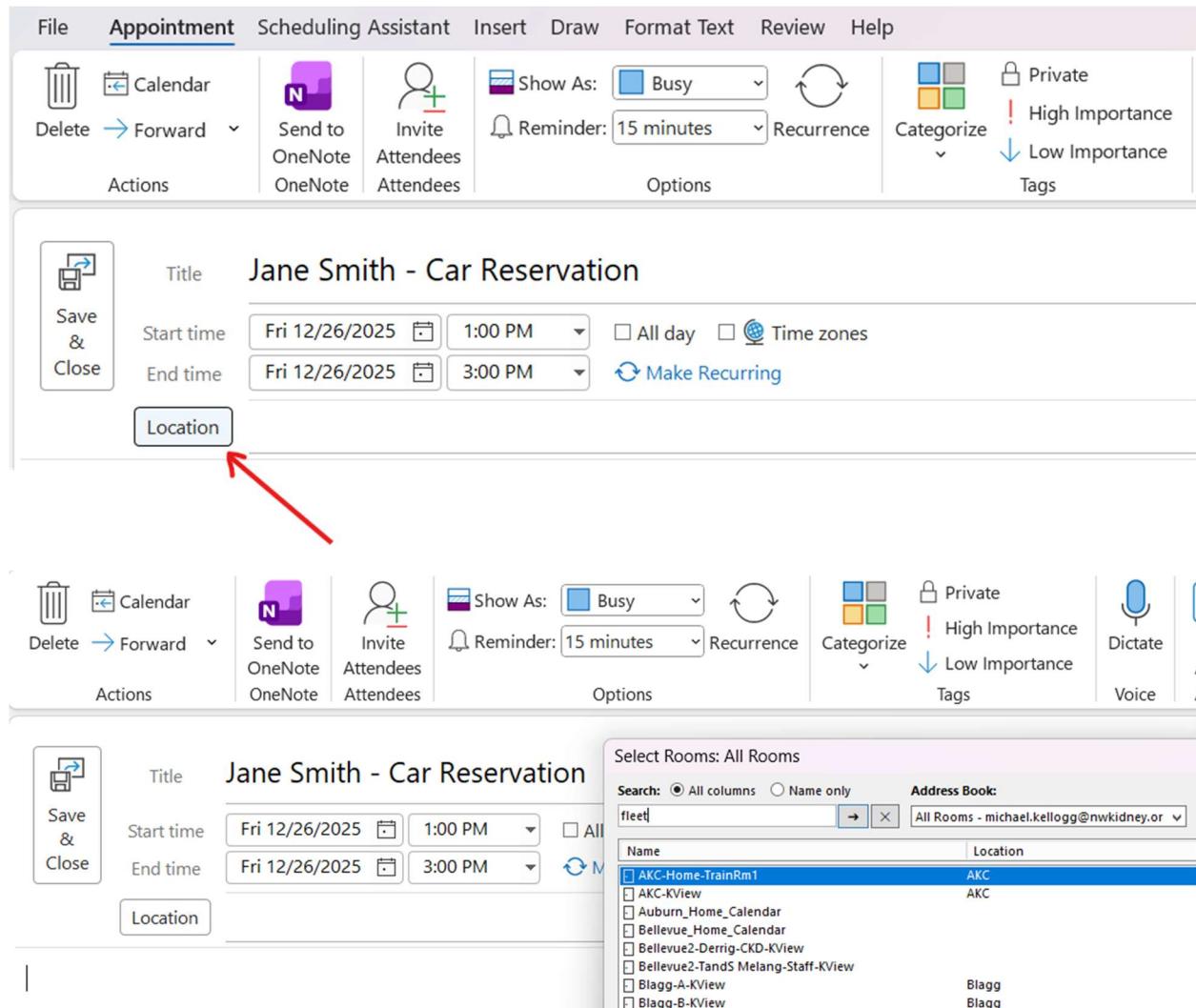


2. Fill in the details of the **date, start and end times, and descriptive title** for the reservation e.g. “Jane Smith – Car Reservation”.



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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.

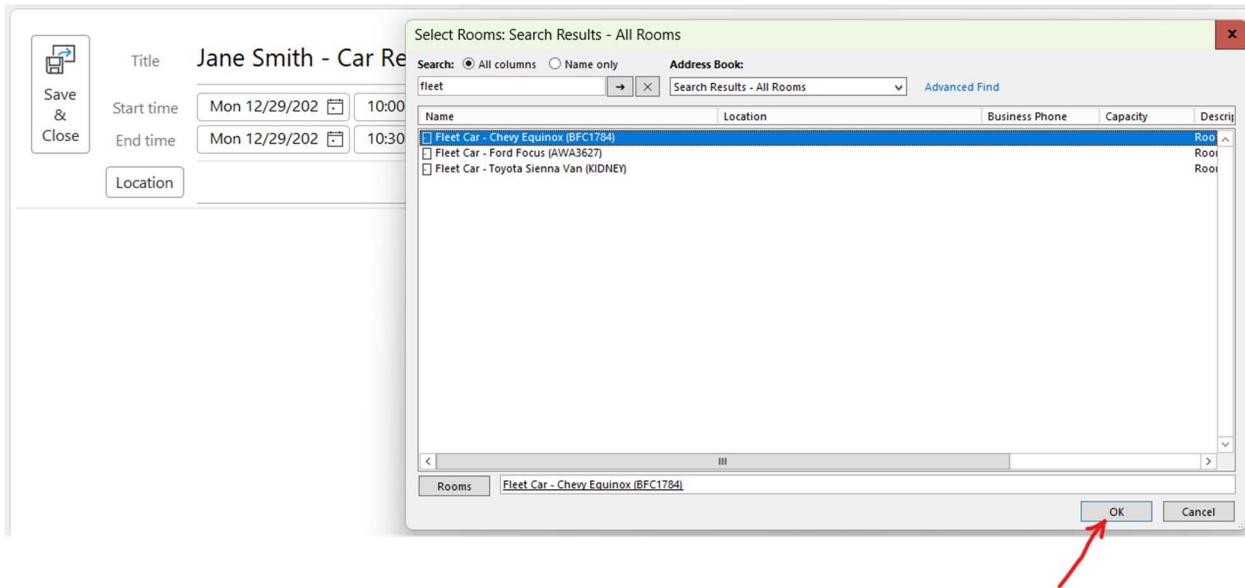


The screenshot shows the Microsoft Outlook Appointment window. At the top, the ribbon tabs are visible: File, Appointment (which is selected), Scheduling Assistant, Insert, Draw, Format Text, Review, and Help. Below the ribbon, there are several buttons: Delete, Calendar, Forward, Send to OneNote, Invite Attendees, Show As (Busy), Reminder (15 minutes), Recurrence, Categorize, Private, High Importance, and Low Importance. The main area of the window is titled "Jane Smith - Car Reservation". It shows the start time as "Fri 12/26/2025 1:00 PM" and the end time as "Fri 12/26/2025 3:00 PM". A "Location" button is highlighted with a red arrow. Below the main window, a smaller window titled "Select Rooms: All Rooms" is open, showing a list of rooms. The room "AKC-Home-TrainRm1" is selected and highlighted in blue.

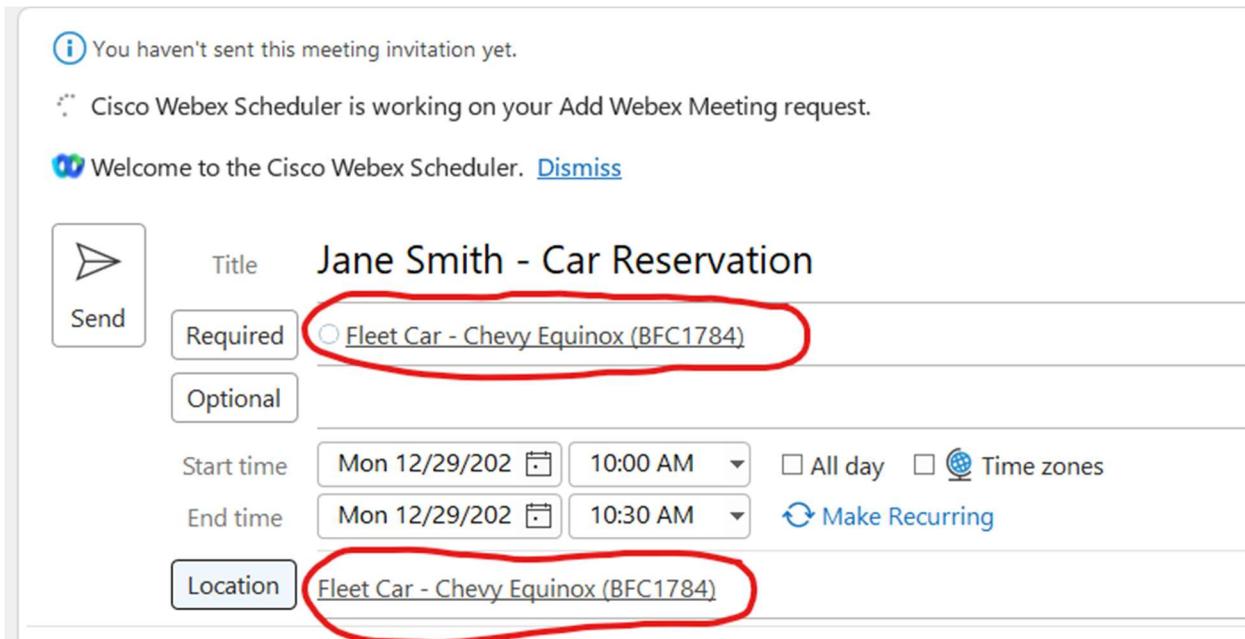
Name	Location
AKC-Home-TrainRm1	AKC
AKC-KView	AKC
Auburn_Home_Calendar	
Bellevue_Home_Calendar	
Bellevue2-Derrig-CKD-KView	
Bellevue2-TandS Melang-Staff-KView	
Blagg-A-KView	Blagg
Blagg-B-KView	Blagg

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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 Scheduling Assistant ribbon tab selected. The main interface includes buttons for Refresh, AutoPick, Availability, Add Attendees, Add Rooms, Room Finder, and Options. Below this is a calendar view for December 26, 2025, from 8 AM to 5 PM. A blue bar indicates a booking from 3:30 PM to 4:00 PM. A red box highlights the "Scheduling Assistant" tab in the ribbon. A red box also highlights the "Chevy Equinox" resource selection in the attendee list. The "Send Update" button is visible on the left.

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

The screenshot shows an email from "Fleet Car - Chevy Equinox (BFC1784)" to "Michael Kellogg" on December 31, 2025, at 2:00 PM. The email subject is "Accepted: Car Reservation Test 1". The message body includes the reservation details and a note: "Your request was accepted. Cars are behind the Burien Logistics building. Pick up car keys at the receiving office." A red box highlights the subject line, and another red box highlights the acceptance message in the body.

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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.
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 1/4 or less.

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Park behind the logistics building in the spaces below circled in red. Your access card will open the gate on South 128th St.

