

MOTOR VEHICLE: FLEETS

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Creating a Fleet

The first step for fleet processing is to actually create the fleet. To do so, access Windows Motor Vehicle and select **9. Fleet Master Add/Update**. On the screen that displays, double-click *Add New Fleet*. This system will now automatically designate the next available fleet number and fill out the default town information. Next, enter a code in the *Owner 1 Code/Name* field. The available selections are C - Commercial, I - Individual, or M - Municipal. Holding the mouse over the *Owner 1 Code/Name* input box will show a tool-tip describing the available options. The main difference in the available codes is that both Municipal and Commercial will look for a Tax ID number, while a code of I (Individual) will prompt for the date of birth instead. Fill out the other fields, as needed, including the Owner Name and Address and the Expiration Month for the fleet. Press **F12** to save the entered information.

Adding a Registered Vehicle to a Fleet

To add a vehicle that is already registered to a fleet, select **9. Fleet Master Add/Update** and select the fleet to add the vehicle to. Next, select the *Add Vehicles to Fleet* button in the lower right hand corner of the screen. This will then allow for the searching of a vehicle by company name or first and last name. Select the vehicle to add to the fleet by checking the box to the left of the vehicle. More than one vehicle at a time can be added on this screen – just check all of the vehicles to be

added to the fleet and click the *Add to Fleet* button at the bottom of the screen. This will not register the vehicles, but when the vehicles are next registered, the system will prorate them based on the expiration month assigned to the fleet that each vehicle was added to.

Adding a Vehicle to a Fleet During a Registration

If a vehicle is being registered and needs to be added to an existing fleet, begin to register the vehicle as normal. Once on the Data Input screen, however, go to the bottom portion of the screen and select the *Fleet* option and enter in the fleet number of the fleet to add the vehicle to. If unsure of the fleet number, it is possible to type in the letter *A* and press *Enter*. This will add or search for an existing fleet. Double-click on the fleet to add this vehicle to and then click on the *X* in the upper right hand corner of the screen. This will return the program to the Data Input screen and the fleet field will be filled in with the fleet number of the fleet that was selected. This will prorate the vehicle based upon the expiration month of the fleet.

Motor Vehicle: Fleets *CONTINUED*

Pre-Registration of a Fleet

There is also an easy way to register a large number of fleet vehicles at a time. If the fleet owner wants to know how much it would cost to register the vehicles in their fleet, select **6. Printing > 2. Fleet Registration List**. This will give an estimated cost of registering that fleet.

If a fleet has numerous vehicles in it, and the fleet will be expiring soon, the vehicles can be Pre-Registered ahead of time through the Register Fleet/Group menu option. If using Cash Receipting and Motor Vehicle together, the Pre-Registration process should be done directly through Motor Vehicle, and the *Complete Pre Registration* step should be done coming from Cash Receipting. Use the following steps to Pre-Register a fleet:

1. From the Register Fleet/Group screen, select the fleet to work with. The program will then display all vehicles that have been added to that fleet.
2. Change the date listed at the top of the screen, if necessary. This is the date that the vehicles will have assigned as an effective date and it is also the date that the vehicles will appear on the town's BMV report.
3. Select the button *Register Next Vehicle* – this will load the Data Input screen of the vehicle that was marked with a blue *Next* in the Register Fleet/Group screen.
4. Continue this process as if it were a normal re-registration. Once the registration is printed and saved, the program will then return to the Register Fleet/Group screen again, where the vehicle that was just registered will now show the word *Registered* in green to the left of it.
5. Repeat the process of selecting *Register Next Vehicle* and continuing as above.
6. When the time comes for the Fleet owner to come and pick up and pay for their registrations, go back into the Register Fleet/Group selection and select the *Complete Pre Registration* button. This will total the fees for the vehicles in the fleet that was registered and will also cause those vehicles (and any inventory associated with them) to be entered into that week's BMV reports. If using Cash Receipting, make sure to access Motor Vehicle through Receipt Type 99 to collect the associated fees for the Pre Registered vehicles.