

How to Reserve and Utilize a Pool Vehicle

Procedure: CV-POOL-01

Version: 2.0

Effective Date: September 29, 2025

Department to contact regarding this procedure: Corporate Vehicles

OVERVIEW

As established by Standard NNA-C-FIN-0001, the purpose of this procedure is to define the roles and responsibilities for reservation and use of Pool Vehicles.

SCOPE

This Procedure applies to all NNA and NMAC locations defined in Standard NNA-C-FIN-0001, collectively referred to as "Nissan" in this Procedure. This procedure also covers the "For A Night" (FAN) program vehicles; however, some rules may be slightly different (Request a copy of the FAN program rules from your local lease center if applicable). This doesn't apply to regional pool vehicles which are managed as Department Vehicles.

DEFINITIONS

Pool Vehicles are to be utilized for business-related travel purposes and to support participants in the Employee Lease Program, subject to availability. Pool vehicles are managed by Corporate Vehicles.

GENERAL

Employees who wish to utilize a Pool Vehicle may do so by following the procedures outlined below.

PROCEDURES

A. System Registration (Only required upon first system use)

Employee

1. Complete the User Registration form on the Agile FleetCommander site:
<https://nissan.agilefleet.com/UserRegistration.asp>.

B. Pool Vehicle Coordinator Vehicle Reservation

Employee

2. **Review and approve user registration. Pool**
1. Use your Agile FleetCommander login information to log in at <https://nissan.agilefleet.com>.
2. Select 'Make Reservation' on left side of screen.

How to Reserve and Utilize a Pool Vehicle

3. Select the option to make a reservation for yourself. Reservations can be made no earlier than 30 days prior to pick-up.
 4. Select 'Business Use ONLY' for business-travel use or 'Personal' for personal use. Also, select the site where you would like to pick-up/drop-off the pool vehicle.
 5. Complete the reservation request information, selecting the pick-up date/time and return date/time, type of vehicle, number of occupants, department and cost center (only for business use), reason for request, and if business, provide details (e.g., travel to Canton from Smyrna).
 6. Confirm request by reviewing and submitting.
 7. An automated email will be sent once a reservation is made with links to all the required forms. Email the required forms (Vehicle Loan Agreement, Pool Vehicle Form) to the Pool Vehicle Coordinator.
- Pool Vehicle Coordinator
8. Assign vehicle to employee and approve reservation.

C. Pool Vehicle Pick-Up

Employee

1. At the scheduled pick-up time, retrieve keys by following the instructions provided by your lease center.
2. If applicable, obtain an Overnight Parking Pass to leave in your lease vehicle, which should remain onsite while using a pool vehicle.
3. Inspect pool vehicle for any damage, fuel level, etc. and report any damage to Corporate Vehicles Pool Vehicle Coordinator prior to leaving with the vehicle.

D. Pool Vehicle Return

Employee

1. Ensure vehicle is filled with gas and cleaned (inside and out). A minimum charge of \$125 for cleaning and/or a minimum fee of \$75 to re-fuel will be assessed to the employee or employee's department if not properly cleaned and refueled.
2. Return vehicle to designated pool vehicle parking area and make a note of ending mileage.
3. Return to the kiosk to complete vehicle check-in and return key to key box or follow your lease centers instructions for key return.
4. Receive confirmation via email that vehicle has been returned.

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REFERENCES

NNA-C-FIN-0001 Corporate Vehicles Standard

VERSION SUMMARY

New Procedure.

Overall Responsibility: Corporate Vehicles

Approved: Senior Manager Corporate Vehicles