

Reserving a Vehicle thru ESS (Employee Self Service) Website

On School website, select [District Office](#), then [Staff Resources](#), then [Staff Links](#), then [Employee Self Service](#) link.

Your User ID is your employee number, found on your paystub.

Your password (for first time users) is 0777 plus the last 4 digits of your SSN. This has to be a minimum of eight characters. You will be asked to change your password to something that contains one Capital letter, one lowercase letter, a number, and a symbol.

Select [Requests and Approvals](#), then [Vehicles](#), then [Vehicle Calendar](#).

Highlight the date you need the vehicle for.

Scroll down to the vehicle list below the calendar, and choose the one you want to use, keeping in mind the number of passengers, including yourself, and whether or not you are transporting students (cannot use Lumina with students). If a vehicle is already in use for part of the day, it will be listed toward the button under the category [Vehicles available part of the day](#). You will be able to see the times it is in use below the calendar, but above the vehicle list.

Verify the date you are checking out the vehicle for, and the date you will be returning the vehicle (important for overnight trips). Your name should default in the employee field. Enter your destination city. Add information to the description box (Varsity, JH, state tournament, Workshop name, etc.)

Enter your checkout time (If you are leaving at 07:00AM, **you HAVE to enter the 0 prior to the seven!**) Same thing for the return time. 01:30 means you have to enter the 0 first. This is important so that events occurring after school can use the same vehicle someone used during the school day. Please do not leave the default times of 12 am to 11:59 pm as that takes the vehicle out of use for the entire day.

Choose your expense category from the drop down list. If you do not see your activity listed, please call Lisa at extension 1137 to choose one that is appropriate, or added if need be.

Then click on Save. This will bring you back to the calendar main page.

If you need a vehicle for the same use for multiple days, but not overnight, please call Lisa for instructions on setting up a recurring activity.

To Return a Vehicle

Log in as above.

Click on the [Return Vehicle](#) button below the calendar. Click on the [Edit](#) button next to the trip you are entering for.

Enter the beginning and ending mileage. We are not tracking gas purchased at this time, but if you want to enter that, it is optional.

Click on Save. This will bring you back to the Vehicle Return page. You may click on the Calendar link, or if finished, click on Logout at the top of the page.