



**PURPOSE-BUILT
POOL VEHICLE BOOKING
FOR GOVERNMENT
FLEETS**



INTEGRATED WITH KEYWATCHER

Automated, secure key access without manual oversight — available 24/7.

BUILT-IN COMPLIANCE TOOLS

Digital pre-starts, incident reporting, and CoR support — all in workflow.

CENTRALISED FLEET MANAGEMENT

Booking, utilisation, and fault reporting managed in one platform.

LIVE BOOKING VISIBILITY

Drivers see what's available, when, and where — on desktop or mobile.

REAL-TIME INSIGHTS FROM TELEMATICS

Access EV range, fuel status, and asset usage data through Geotab.

- **SMARTER BOOKING**
- **SAFER ACCESS**
- **COMPLETE CONTROL**

WHY ORGANISATIONS CHOOSE FORMBIRD'S POOL VEHICLE BOOKING SYSTEM?

New Daily Drivers Check Sheet (Operator) Request

Registration Expired Fuel Card 1 Expired

Account Code

Created Date: 12/05/2025 12:30 PM. Reported By: Adam Grinstead

Asset: B55427 Mitsubishi FE550G2 Canter LWB Zg2 765

Primary Meter Measure: 22804. Current Primary Meter: 22804

Lower Primary Meter Reading: 23123

Unretrieved Issues from Previous Daily Driver Checks

Battery Tags

Check Name	Category
Fuel Levels	Pass Fail NA
Flare From Major Leaks	Pass Fail NA
Lights & reflectors	External Inspection

Asset Booking

Monday 12 May 2025

	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	7 PM
Main Office								
Depot								
No Location								
9003 Toyota RAV4 Hybrid GX-2WD 11.8TRM								

Booking Details:

Asset Detail: 9003 Toyota RAV4 Hybrid GX-2WD 11.8TRM

Requested By: Adam Grinstead. Phone (mobile): 0412345678

Reason For Booking: Meeting. Booking Start: 12/05/2025 12:34 PM

Booking Completion: 12/05/2025 02:30 PM

Booking Notes: Meeting with Formbird

I Accountability Without Admin Burden

- Automatically restricts access to vehicles and keys unless booked and authorised.
- Increases the utilisation of the Pool Cars
- Audit trails and alerts reduce misuse and improve transparency.

No More Manual Key Handover

- Integrated with KeyWatcher, so keys are only released to authorised users with valid bookings.
- Keys are available 24/7—no need for an admin to be present.

Real-Time Insights & Smarter Planning

- Track asset utilisation, booking patterns, and fuel use with built-in reports.
- See which vehicles are under- or over-used and balance usage intelligently.

Instant Issue Management

- Drivers can report incidents or faults within the same system—linked directly to the vehicle.
- Alerts notify fleet managers automatically, keeping compliance tight and maintenance timely.

Integrated With the Entire FLEET Ecosystem

- No need to manage vehicle access and issues in separate apps.
- Booking data feeds into servicing schedules, fault logging, and asset utilisation reporting.



WHY YOU SHOULD USE FORMBIRD?

The Pool Vehicle Booking System, an integrated function within Formbird FLEET, seamlessly combines booking, key access, and compliance into a single, user-friendly platform tailored for local government and public sector organisations.

Formbird FLEET's Pool Vehicle Booking System is designed to replace fragmented booking calendars and key handout processes with a smarter, integrated experience. With seamless

support for digital bookings, secure key lockers, and compliance monitoring, this function empowers drivers, administrators, and managers to keep fleet operations moving — efficiently and safely.

THE BENEFITS OF A COMBINED BOOKING + FLEET MANAGEMENT PLATFORM:

Whether booking a vehicle from the field

or managing pool vehicle usage across departments,

it's all handled within one connected system — no double handling, no guesswork, no missed keys...

ONE SYSTEM

One system to manage bookings, key access, asset status, and driver records.

LIVE DATA

Live data from Geotab shows real-time EV range, fuel levels, and odometer readings.

SAFETY

Integrated pre-start checks ensure safety and support Chain of Responsibility (CoR).

SUPPORT

Australian-based onshore software support for timely and local assistance.

BOOKING A VEHICLE

FOR DRIVERS – QUICK,
CLEAR, AND HASSLE-FREE

Whether you're booking a car for a council inspection or an interdepartmental meeting, the Pool Vehicle Booking System makes it easy. From your phone or computer, you can find the right vehicle, check availability, and reserve it in minutes—with no guesswork or back-and-forth emails.



STEP-BY-STEP BOOKING PROCESS:

1. Open the Booking Calendar

Log into Formbird FLEET and select Asset Booking. The calendar view presents only the vehicles you're authorised to access.

2. Find an Available Vehicle

Use filters to search by location, pool, fuel type, or vehicle class. Easily identify vehicles already booked, reserved for commuter use, or in the workshop. Asset characteristics are customisable by the organisation. .

3. Select Date and Time

Select and drag to choose your booking block. Need a different time? Just move, resize or refine the dates and times of the booking—no need to start over.

4. Fill in Booking Details

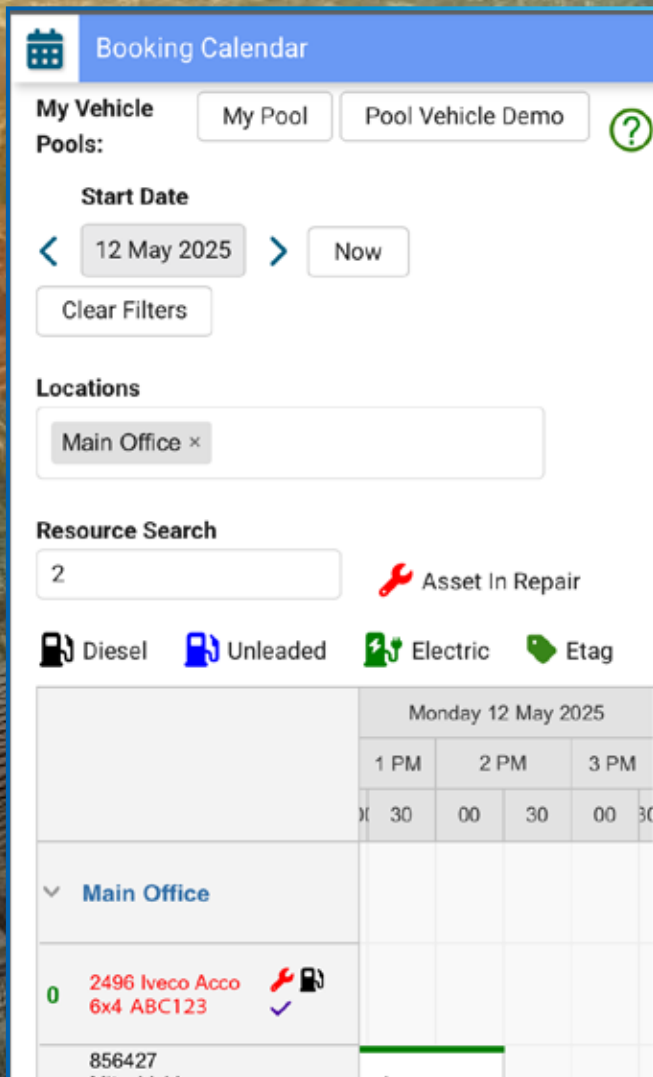
Enter your destination, reason for travel, and any notes. These are customisable by your organisation. Your details, contact number etc. will be pre-populated.

5. Confirm & Add to Your Calendar

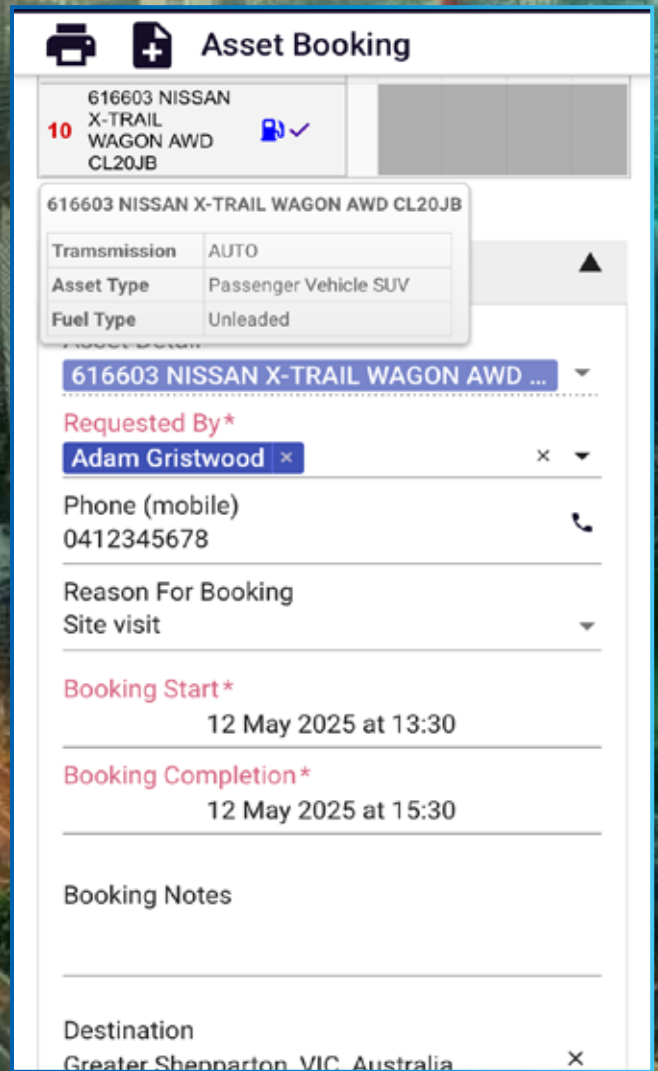
Submit the booking and optionally receive a confirmation email, including an Add to Calendar link compatible with Outlook, Google Calendar, and more.

The screenshot displays the 'Asset Booking' interface. At the top, there's a search bar and navigation icons. Below that, the 'Booking Calendar' is shown for 'Monday 12 May 2025'. The calendar grid has columns for 11 AM, 12 PM, 1 PM, 2 PM, 3 PM, and 4 PM, with rows for 00, 30, and 00. A booking is visible for 'Adam Gristwood' from 12:00 to 1:00. A dropdown menu for the selected vehicle (017G Kia Cerato S-Premium YD MY17 1LJ6ER) shows details: Transmission (Automatic), Asset Type (Passenger Vehicle Sedan), Colour (Clear White), and Additional Details. Other vehicles listed include a Mitsubishi FE85DGZ Canter and a Hyundai IONIQ Electric.

Calendar interface showing asset
availability with filters.



Mobile booking screen with a booking being made.



Zoomed image of EV range or fuel level visible before booking.

FEATURES THAT HELP YOU FIND THE RIGHT VEHICLE

Live Availability:

Only shows vehicles you're allowed to book, or licensed to drive, grouped by location.

Resource Filters:

Search by name, type, fuel, or EV status (e.g., "Hilux" or "EV Full Charge").

Charge & Fuel Visibility:

See current fuel levels or EV range before you drive.

Mobile- First:

Optimised for tablets and phones — book from anywhere.

WHAT DRIVERS GET OUT OF IT

Confidence:

Know exactly which vehicle is booked — and that you'll have access.

Booking Alerts:

Get notifications confirming your booking

Right Vehicle for the Right Job:

Search by size, range, or fuel type.

Avoid Surprises:

Check EV charge or fuel level before confirming.

One App for Everything:

Book, report issues, and do pre-starts in one system.

ACCESSING AND RETURNING THE VEHICLE



Once you've booked your vehicle, getting on the road is seamless. The Pool Vehicle Booking System, integrated with KeyWatcher, gives you secure, automated access to vehicle keys — without needing to wait on an admin or sign a clipboard.

The screenshot shows a mobile application interface for a pre-start checklist. At the top, there is a navigation bar with a home icon, a search bar, and a user profile icon. Below the navigation bar, the title of the checklist is "New Daily Drivers Check She...". The checklist form includes several fields: "ID" (with a question mark icon), "Account Code", "Created Date" (12 May 2025 at 12:38), "Reported By" (Adam Gristwood), "Asset*" (856427 Mitsubishi ABC555 Canter LWB Z...), "Primary Meter Measure" (Distance), and "Current Primary Meter" (22804). There is a field for "Enter Primary Meter Reading *". Below the form, there are two dropdown menus: "Unresolved Issues from Previous Daily Driver Checks" and "Safety Tags". At the bottom, there is a "Checks" section with a "Print List" button and a table header with "Check Name" and "Category".

Screenshot of a mobile pre-start checklist in progress.

Step 1: Collecting the Key

• Present Yourself at the KeyWatcher Locker

Use your PIN, swipe card, or fingerprint (as configured) at the KeyWatchercabinet.

• Collect the Assigned Key

Only the key linked to your booking will be available. The system illuminates and releases the correct key automatically.

• Real-Time Booking Status Update

Taking the key updates your booking in Formbird FLEET — no manual check-ins required.

Step 2: Complete Your Pre-Start Check

• Digital Pre-Start from Your Device

Complete a vehicle safety inspection directly from your phone or tablet.

• Fault or Issue? Log it Immediately

Submit a fault report within the same app. If serious, the asset can be flagged for maintenance, preventing further bookings.

• CoR Compliance Supported

Your inspection and incident report history forms part of your organisation's Chain of Responsibility (CoR) recordkeeping.

Step 3: Return and Log Off

• Return the Key to the Locker

Place the key back into any slot in the KeyWatcher. The system updates automatically.

• Complete Any Post-Trip Reporting

Report any incidents or damage experienced during your trip, right from your booking screen.

• Booking Closes Automatically

Formbird FLEET tracks key return to close the booking, or closes the booking based on configured times for asset without keys in the cabinet. No manual follow-up needed.

DRIVER BENEFITS AT A GLANCE

**FOR DRIVERS – QUICK,
CLEAR, AND HASSLE-FREE**

24/7 Access:

No need to find staff to hand you a key.

One App, All Steps:

Booking, pre-start, reporting, and returns handled in one place.

Secure Key Management:

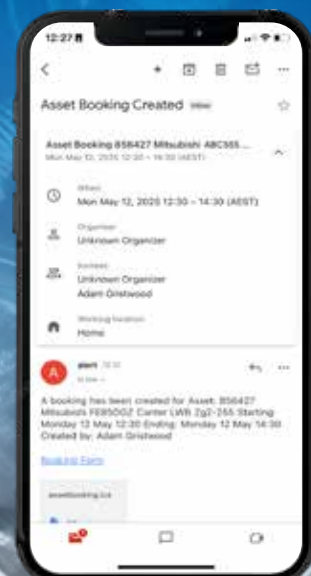
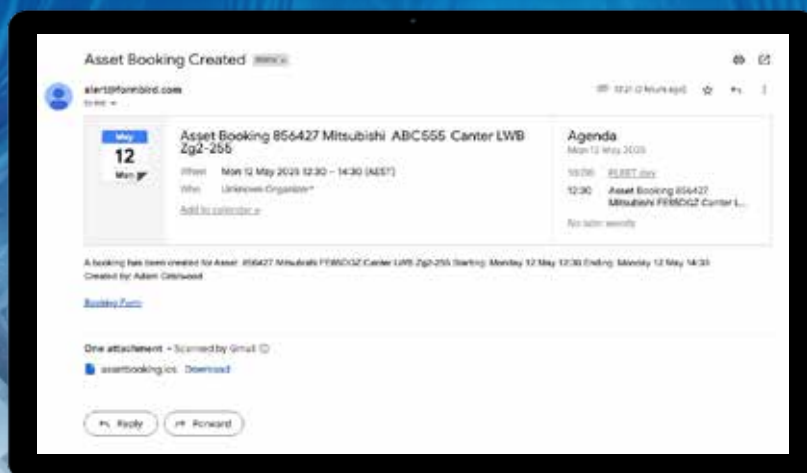
Only the right driver gets the right key at the right time.

Built-In Safety Compliance:

Every inspection is logged and traceable.

Instant Fault Reporting:

Keep vehicles safe and ready for the next user.



MANAGING THE POOL & REPORTING



FOR FLEET MANAGERS — REAL VISIBILITY, REAL CONTROL

From pool planning to compliance auditing, Formbird FLEET's Pool Vehicle Booking System gives fleet administrators the tools to manage smarter — not harder. Every booking, key retrieval, pre-start check, and fuel refill is captured in one place, so you can focus on outcomes, not paperwork.

SMART FEATURES FOR SMARTER FLEETS:

Automated Booking Closeout

Reduce admin follow-ups with auto-status updates.

Location-Based Pooling

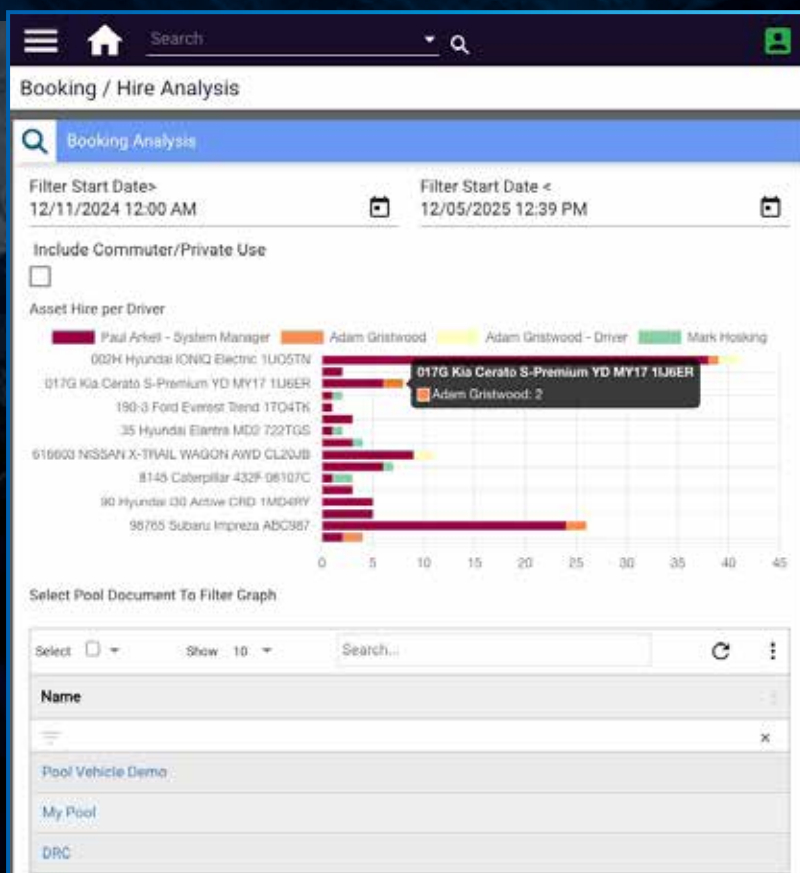
Assign vehicles by depot, department, or project.

Identify Cost Centres

See usage and expense by team, division, or unit.

Maintenance Compliance

Automatically generate reactive maintenance jobs based on issues reported by drivers. Automatically trigger preventative maintenance servicing based on odometer and engine hours.



Screenshot of a dashboard showing booking and utilisation stats.

WHAT YOU CAN MANAGE AND MONITOR

Vehicle Availability & Bookings

- See which vehicles are booked, idle, or under maintenance.
- Quickly identify gaps in availability or over-utilisation.

Pool Configuration & Access

- Control who can see and book which vehicles via pools.
- Add or update access as staff roles change—no IT help required.

Fuel & Usage Insights

- Track consumption by asset using integrated fuel cards and telematics.
- Compare fuel use across drivers, trip types, or vehicle classes.

KeyWatcher Integration

- See key status in real time—still in the cabinet, overdue, or returned.
- View full key audit trails per asset or user.



Map view showing vehicle locations and statuses.

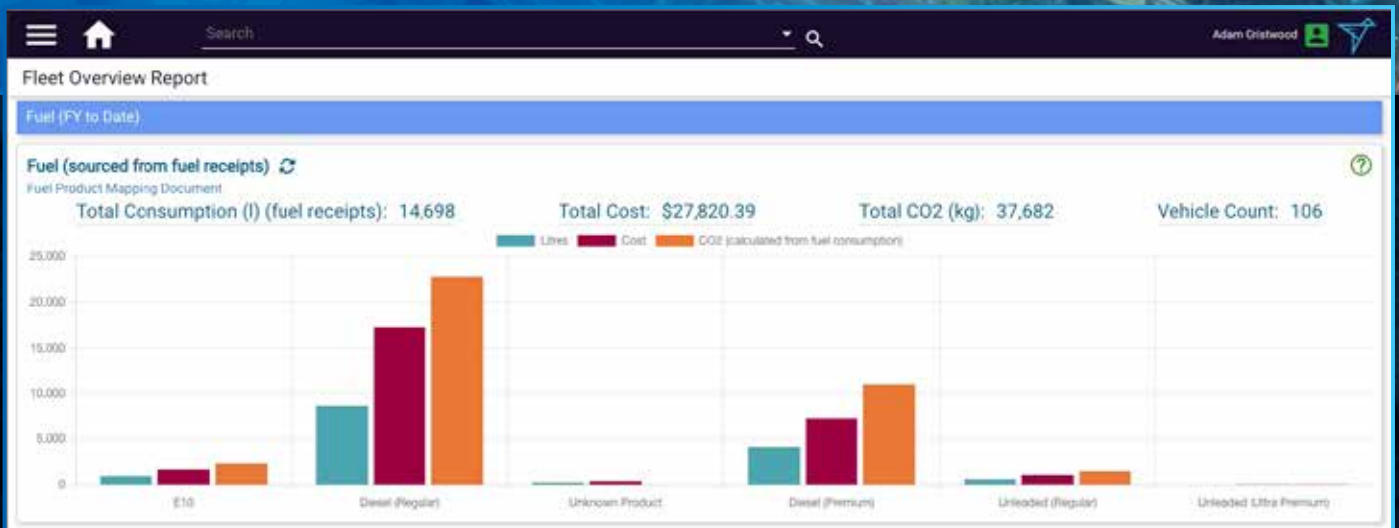


Chart comparing fleet-wide fuel usage or bookings per asset.

BUILT-IN REPORTING FOR ACCOUNTABILITY & IMPROVEMENT

Utilisation Reports

- Even out use across the fleet or justify asset replacement.

Safety & Incident Reporting

- View trends from pre-starts, defects, or incident reports.
- Identify repeat issues or vehicles with high fault frequency.
- If a driver fails to complete a digital pre-start check, the system flags the exception and automatically notifies management, ensuring accountability and compliance.

Income Tracking

- Assign account / cost codes to bookings.
- For external or commuter use, monitor hire duration and generate chargeback reports.

Export or Integrate

- Generate PDFs, spreadsheets, or connect with BI tools for council-wide reporting.

AN INTEGRATED BOOKING SYSTEM THAT WORKS AS HARD AS YOUR FLEET

Manual systems and shared calendars might feel familiar — but they leave too much room for error, missed accountability, and wasted time. The Pool Vehicle Booking System, an integrated function within Formbird FLEET, solves these problems with a secure, trackable, and intelligent solution for managing shared vehicles.



Formbird FLEET's Pool Vehicle Booking System isn't just a booking tool – it's a fully integrated, compliance-ready, driver-friendly solution tailored to the needs of local governments and public sector fleets.

WHY MICROSOFT OUTLOOK OR SPREADSHEETS AREN'T ENOUGH

Traditional Tool	Shortcoming
Outlook Calendar	<ul style="list-style-type: none">✗ No control over who books what, or when.✗ No audit trail.✗ Anyone can cancel or edit bookings without oversight.
Manual Key Logs	<ul style="list-style-type: none">✗ Someone must manually distribute and track key returns.✗ Zero automation or alerts.
Spreadsheets & Paper	<ul style="list-style-type: none">✗ Not live.✗ Not accurate.✗ No link to asset status, faults, or usage data.

THANK YOU FOR CHOOSING SMARTER FLEET MANAGEMENT!



NEED HELP OR A DEMO?



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