**Info!** Hire cars should be used when a journey for the University is over 150 miles return, as per the Financial Regulations.

**Step 1: Log-in**

1. Access the following web link to launch ARMS (Automated Rental Management System):
   
   [https://www.armsweb.com/armslogon/logon](https://www.armsweb.com/armslogon/logon)

2. Enter your **Username** and **Password**.

**Step 2: Create Reservation**

**TIP!** Use the **Tab** key to navigate to the next field.

1. Select the ‘Create Reservation’ tab

2. Insert the **Name** of the car driver here

3. Select the **School/Service** relevant

4. Insert the **Postcode** of the car delivery address

5. Select **Automatic Pickup**

6. Click the **Continue Reservation** button
Step 3: Enter Required Details

7. Select a vehicle class* (see Page 6 for list)
8. Insert hire Dates and Times here
9. Use this box for notes e.g. “please note second driver will be xxx”; or where keys are to be left.
10. Use this box for reminders, e.g. ‘car parking space needed’
11. Insert driver’s Name
12. Insert the driver’s Email address and check the box for email confirmation
13. Insert driver’s and your contact numbers
14. Insert relevant cost centre and project code

15. Enter car **Delivery Address**

16. Indicate **Business or Home** in the **Comments** field

17. If the delivery & collection address are the same, you can check the ‘Same as Delivery location’ box and the collection address will be inserted.

18. Review data and **Confirm Reservation**

**Info!** Before your order is confirmed, the system will encourage you to check that you’ve not created a duplicate record by offering you previous reservations (see an example below):

19. If a booking is in a name or cost centre already used, the system will ask you to confirm that it is a new reservation. In most cases it will be, so click **New Reservation**
Info! The system will confirm the days authorised with this blue confirmation hyperlink

20. If you require a printout of the order, double-click the confirmation hyperlink.

Info! Confirmation screen is displayed below:

21. Use the scrollbar to access further details on the Confirmation screen.

22. To exit the system, click the blue Sign Out link and click Yes.
Driver Regulations- Hire Vehicles

All drivers should be over 18 and have held a full UK driving licence appropriate for the class of vehicle they are driving for at least 12 months. They should have no pending penalties or actions that would prevent or disqualify them for driving.

Hire vehicles are only insured during the period they are hired for, and are not insured prior to, or after, this period. For this reason, even if a vehicle is delivered at your home the night before the hire is due to commence you are not insured to drive it until the period of the hire. In addition the hire vehicle should only be used for the university business for which it was hired.

Driver Regulations- Checking the hire car prior to travel

It is really important that you check your hire vehicle over as soon as you receive it. Ideally you should go over the car with the Enterprise representative and make a note of all the damage to the vehicle. This should include minor dents and scratches as well as any more obvious damage. Any defects should be written down.

If the Enterprise representative is not there when you do your vehicle check then please note any damage yourself and either phone Enterprise directly, or contact your School/Service office and request them to contact Enterprise on your behalf, but within two hours of the hire time requested.

Southampton Solent University is held financially responsible for all damage to the vehicle, however minor, whilst it is in our care so it is important to make sure that damage existing prior to the rental is noted.

Likewise, upon return please check the car again, and note whether there is any additional damage. Even if you have not damaged the car yourself it may have been damaged in a car park or while you were away from the vehicle.

Please note that the School or Service concerned will be held liable for any excess resulting from the claim.