



How To Use The SCOOT Reservation System

Login Screen

Kitsap Transit



Welcome to the reservation system!

Due to the COVID-19 pandemic, some SCOOT locations may be inactive until further notice. For the active SCOOT locations, the cars are equipped with sanitizer wipes, hand sanitizer, and face masks! Please wipe down high-touch areas at the end of your reservation. If any of these items need replenishment, please notify the SCOOT program by calling (360) 876-7433 or by email: scoot@kitsaptransit.com. Please Stay Well! The SCOOT Program.

Login

User Name

Password

[Request password](#)

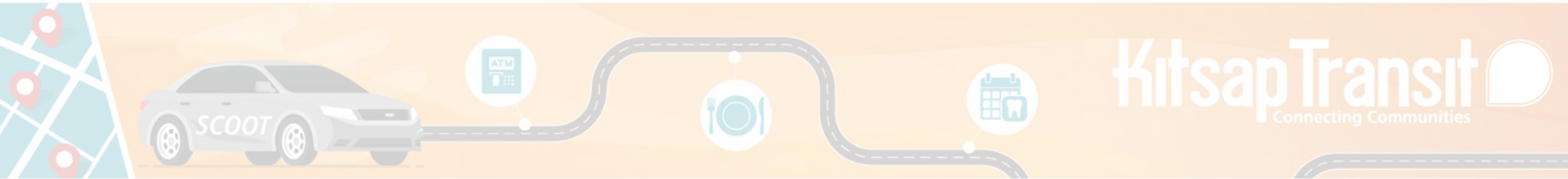
[SCOOT Application Form](#)

[Scoot User Guide](#)

[Kitsap Transit SCOOT](#)

Signing up

Kitsap Transit



Welcome to the reservation system!

Due to the COVID-19 pandemic, some SCOOT locations may be temporarily closed. Please wipe down the car with the provided sanitizer wipes. Please wipe down the reservation. If a reservation is not made, please notify the reservation center at 876-7433 or by email at reservations@kitsaptransit.com. Please Stay Well.

Login

User Name

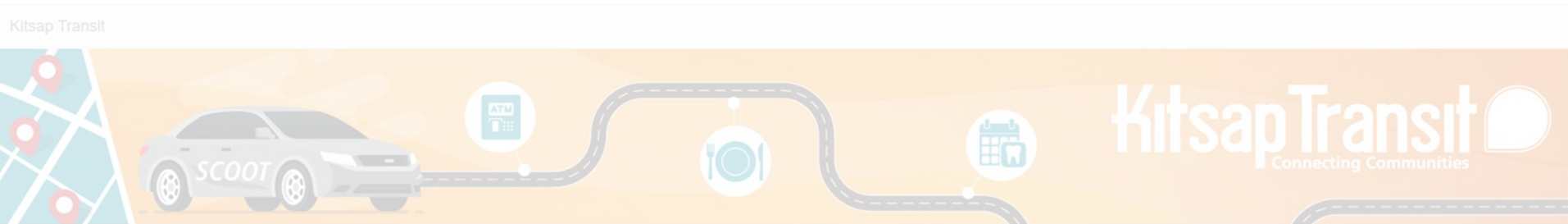
Password

SCOOT Application Form

Scoot User Guide

Kitsap Transit SCOOT

Logging In



1. You will receive login credentials via email (with instructions)
2. Only temporary password
3. ***User should change password***

Login

User Name

Password

[Login](#)

[Forgot password?](#)

[Request password](#)

[SCOOT Application Form](#)

[Scoot User Guide](#)

[Kitsap Transit SCOOT](#)

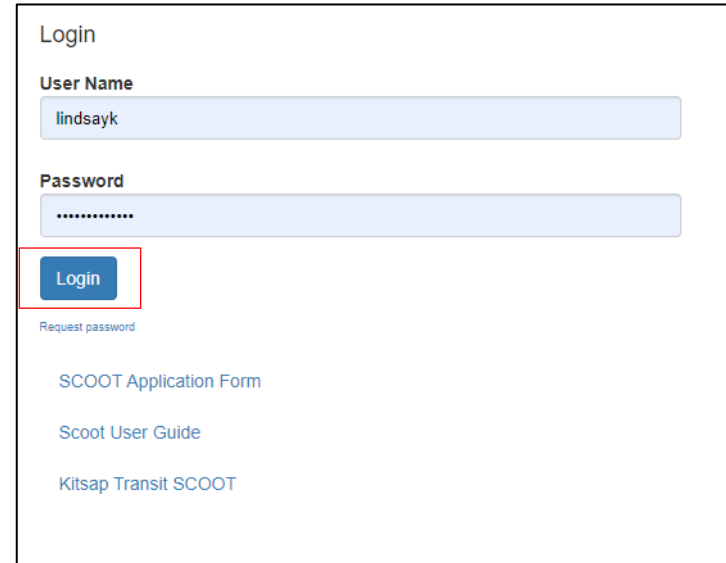
Logging In

! IMPORTANT

1. User should click 'Login'
2. On the next screen click 'My Account'
3. Then, click 'Change Password* / PIN'

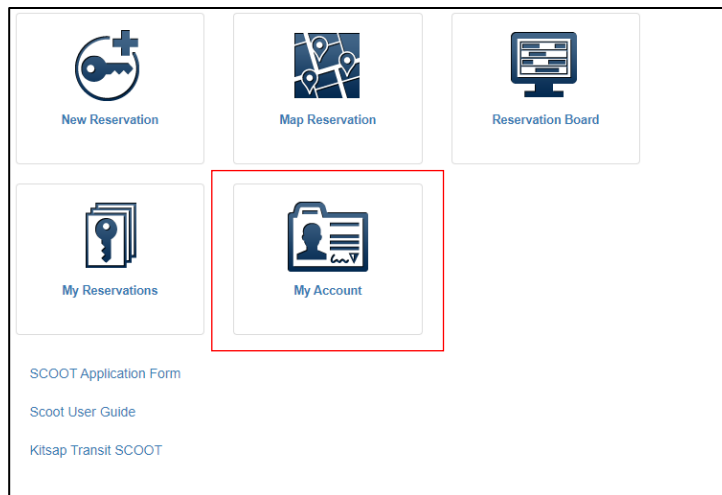
*Password can NOT be seen by administrators; however, they can change password (set back to temporary)

1.



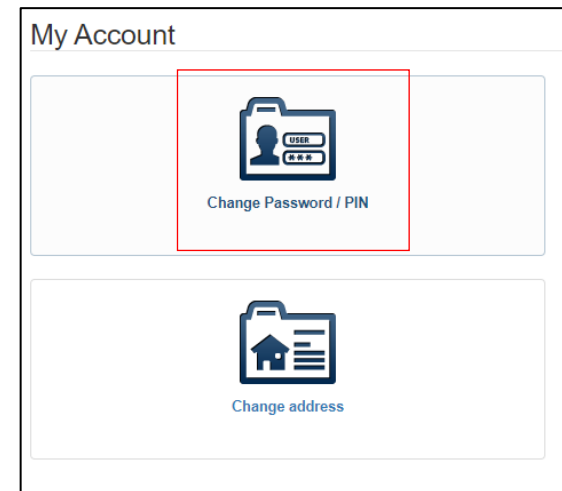
The login screen features a title 'Login' at the top. Below it are two input fields: 'User Name' with the text 'lindsayk' and 'Password' with masked characters '.....'. A blue 'Login' button is positioned below the password field and is highlighted with a red rectangle. Underneath the button is a link 'Request password'. At the bottom, there are three links: 'SCOOT Application Form', 'Scoot User Guide', and 'Kitsap Transit SCOOT'.

2.



The main dashboard displays five large icons in a grid: 'New Reservation' (key with plus), 'Map Reservation' (map), 'Reservation Board' (monitor), 'My Reservations' (stack of keys), and 'My Account' (folder with ID card). The 'My Account' icon is highlighted with a red rectangle. Below the grid are three links: 'SCOOT Application Form', 'Scoot User Guide', and 'Kitsap Transit SCOOT'.

3.



The 'My Account' screen shows two large icons. The top icon, representing a folder with an ID card, is labeled 'Change Password / PIN' and is highlighted with a red rectangle. The bottom icon, representing a folder with a house, is labeled 'Change address'.

Start Screen

Kitsap Transit

Customer ▾

Fleet ▾

Reservation ▾

Billing ▾

Administration ▾

Operations ▾

Call centre Search

Welcome to the reservation system!

Due to the COVID-19 pandemic, some SCOOT locations may be inactive until further notice. For the active SCOOT locations, the cars are equipped with sanitizer wipes, hand sanitizer, and face masks! Please wipe down high-touch areas at the end of your reservation. If any of these items need replenishment, please notify the SCOOT program by calling (360) 876-7433 or by email: scoot@kitsaptransit.com
Please Stay Well!! The SCOOT Program.



New Reservation



Map Reservation



Reservation Board



My Reservations



My Account

[SCOOT Application Form](#)

[Scoot User Guide](#)

[Kitsap Transit SCOOT](#)

My Account

Edit Password

Please set the new password below. To change please enter the current password, then enter the new password and confirm.

🔒 You are currently logged in with the following login: **lindsayk**

Current Password:

New Password:

Confirm Password:

New and old password identical! Saving not necessary.

Cancel

Change password

- Under “My Account” users can also change password at any point
- No limitations to allow for any password

Placing a Reservation

Kitsap Transit New Reservation Reservation Board Map Reservation My Reservations Usages

Welcome to the reservation system!



New Reservation



Map Reservation



Reservation Board



New Reservation



Map Reservation



Reservation Board



My Reservations



My Account

Placing a Reservation



New Reservation

Reservation
by date/time



Map Reservation

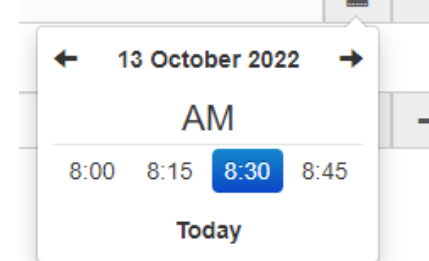
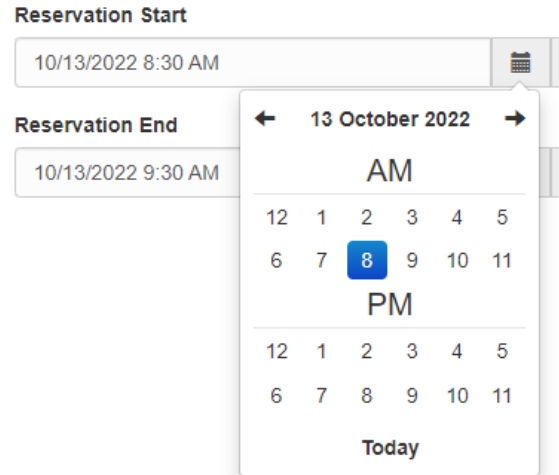
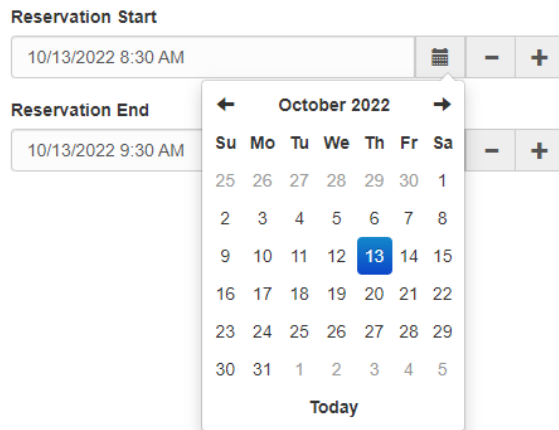
Graphical
Reservation



Reservation Board

Reservation
by nearest location

Date & Time Widget



1: Pick a date

**2: Select the hour
pick AM and PM**

3: Select the minutes

! NOTE:

Default timeframe can
be set to 15 or 30
minutes, or hourly

Reservation by Time

The screenshot shows the 'Reserve a vehicle' form on the Kitsap Transit website. The header features the Kitsap Transit logo and navigation links. The form is divided into two main sections: 'Vehicle selection for the date' and 'Confirm and specify details'. The 'Vehicle selection' section includes dropdown menus for 'Customer Account', 'Driver', 'Category' (set to 'Scoot'), and 'Booking Type' (set to 'Standard'). The 'Confirm and specify details' section includes dropdown menus for 'City' (set to 'City of Bremerton') and 'Location' (set to '--any--'). It also has input fields for 'Reservation Start' (10/13/2022 8:45 AM) and 'Reservation End' (10/13/2022 9:45 AM), each with a calendar icon. A checkbox for 'reservation series' is present and unchecked. A blue 'Reserve' button is at the bottom right. The footer contains copyright information for INVERS GmbH.

Kitsap Transit Customer Fleet Reservation Billing Administration Operations Call centre Search

Reserve a vehicle Vehicle selection for the date Confirm and specify details

Customer Account Clear Selection

Driver

Category

Booking Type

City

Location

Reservation Start

Reservation End

☐ reservation series

Reserve

Mobile version

C:\09.5.59.0881 / 9:\09.5.316.13757 / 1:\02.17.2.194 / v-
INVERS GmbH, Copyright 2007-2022.

1. Go to **New Reservation**
 2. Select Category (if applicable)
 3. Select City & Location (if applicable)
 4. Select Reservation Start
 5. Select Reservation End
 6. Click on Reserve
- Next screen:
7. Check your reservation details
 8. Enter any necessary information
 9. Confirm the reservation

Reservation Confirmation

Success

Your Reservation was accepted, thanks!

New reservation from this

Home

My Reservations

Change Reservation

Cancel Reservation

History

Enter Note

Show Print Version

Reservation 364330

Reservation Start10/14/2022 10:15 AM

Reservation End10/14/2022 10:30 AM

Customer

Reservation remark

I confirm that I hold a valid drivers license

yes

Reservation Item Information

Item's category


Service Booking

Remarks

This SCOOT car is equipped with sanitizer wipes, hand sanitizer, and face masks! Please wipe down high-touch areas at the end of your reservation. Please contact the SCOOT Program if any of the items need replenishment. (360) 876-7433; Scoot@kitsaptransit.com


Reservation Number

Picture of the Reserved Vehicle



Location Map

MapSatellite



Graphical Reservation

Reservation Board

Place a reservation by selecting an available time slot on the reservation board. First choose a customer account and location to view the reservation board. Then select the start and end time for your reservation on the reservation board. Note: You can modify the reservation time once more in the next menu before reserving. [Read more...](#)

Customer Account

Where

City

Location

When

Booking Type

Map of Location(s)

Availability

City of Bremerton Harborside Scoot

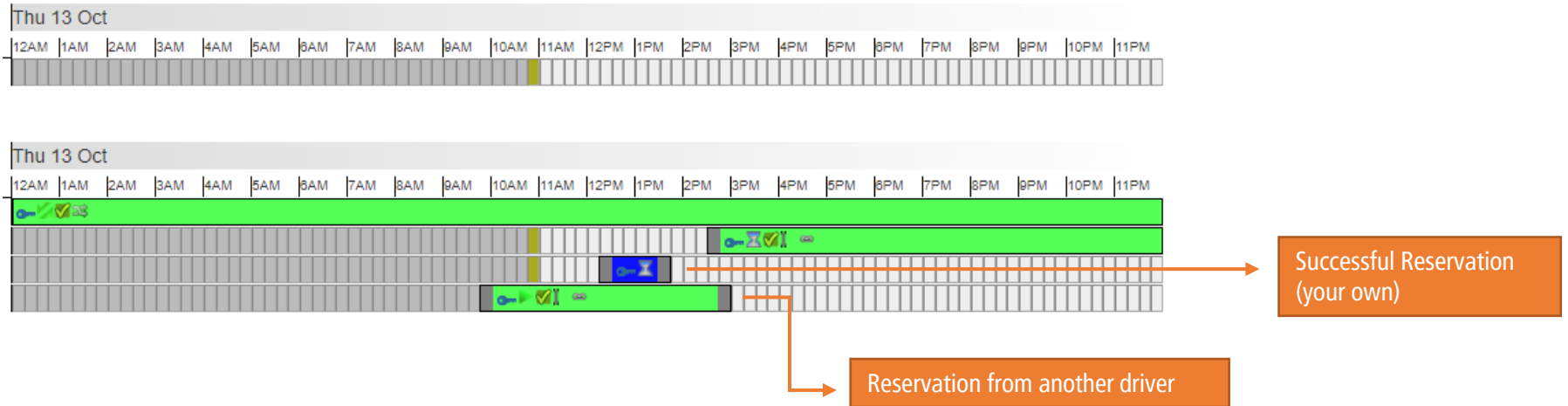
Thu 20 Oct

	12AM	1AM	2AM	3AM	4AM	5AM	6AM	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM	11PM
Scoot																								
Scoot																								
Scoot																								
Scoot																								

[Legend](#)

1. Go to **Reservation Board**
 2. Select city & location
 3. Select a day (up to 14-days view)
 4. Click twice into gray area for start and end time. (green is already reserved)
 5. Adjust time in pop-up window if needed
 6. Click Submit Request
- Next screen:
7. Check your reservation details;
*you must click yes you have a valid drivers license.
 8. Enter any necessary information
 9. Confirm the reservation
 10. Reservation will show BLUE in Reservation Board

Reservation Confirmation



Confirmation Emails

Thank you for booking at the Kitsap Transit SCOOT Program.

Reservation Details:

City	City of Bremerton
Location	Harborside Scoot
Vehicle Category	Scoot
Vehicle	Honda #164
License plate	74315C
From	10/13/2022 12:30 PM
To	10/13/2022 1:30 PM

Additional information:

Reservation created at	10/13/2022 10:55 AM
Reservation ID	364335
Reservation Remark	test

If vehicle cleanliness requires immediate attention, please report it by entering 3 (somewhat dirty) or 4 (very dirty) on the keypad during the pre-trip survey.

A reservation summary can be found in the CocoSoft system: [reservation summary](#)

This car is equipped with sanitizer wipes, hand sanitizer, and face masks! Please wipe down high-touch areas at the end of your reservation. Please contact the SCOOT Program if any of the items need replenishment. (360) 876-7433; Scoot@kitsaptransit.com

Have a nice trip!

Kitsap Transit SCOOT Program -- Phone: (360) 876-7433
Email: Kitsap Transit SCOOT Program (Scoot@KitsapTransit.com)
Business hours:

My Reservations

- Lists current & upcoming reservations
- Select one to cancel, change or send note
- Can also show old or cancelled reservations

Reservations

Reservation Owner



Starting From

10/13/2022 12:00 AM



☐ Also show cancelled reservations

Refresh

All Reservations

#	City	Location	Vehicle	Start	End
364335	City of Bremerton	Harborside Scoot	Honda #164 (74315C / 164, Scoot)	10/13/2022 12:30 PM	10/13/2022 1:30 PM

Cancel & Change Reservation



Change

- Reservations can be changed if it has not YET started
- Users must call fleet service (call center team) for assistance with cancelling when started

Cancel

- Only possible for upcoming reservations that have not YET started
- Users must call fleet service (call center team) for assistance with cancelling once started

Sending Notes to Admin

Home My Reservations Change Reservation New reservation from this Cancel Reservation History Enter Note Show Print Version



Please enter a message

Subject

Type

Dirty vehicle

Message

Send message

Reasons for Notes

- Dirty vehicle
- Service/Technical
- General Message/Other
- Damage Report
- Low Fuel
- Lost & Found

Do you want to use your Smartphone to SCOOT?





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1:05

fleet.invers.com

Kitsap Transit

Menu

Login

User Name

Password

Login

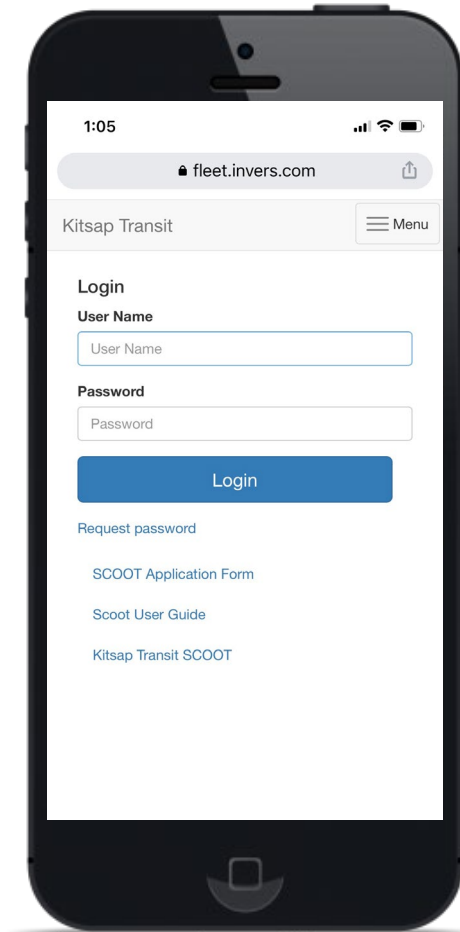
[Request password](#)

[SCOOT Application Form](#)

[Scoot User Guide](#)

[Kitsap Transit SCOOT](#)

Mobile View



Reservation website can be accessed from any device
(any smartphone & tablet)

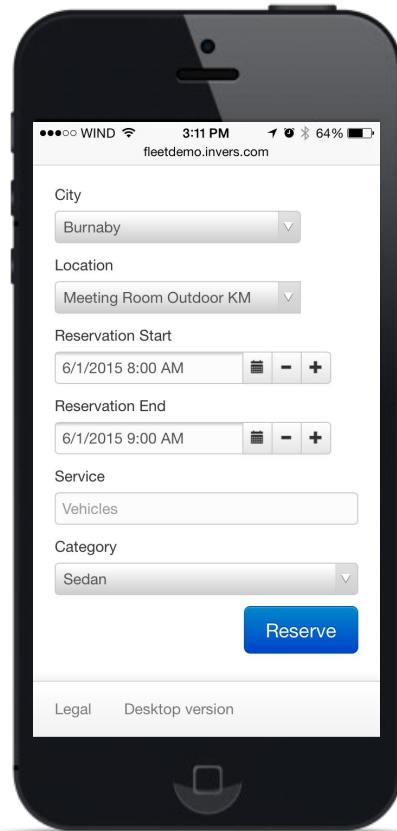


Don't forget to bookmark

- Bookmark your website link in your smartphone's browser for quicker access

Mobile View

Reservation by Date & Time



WIND 3:11 PM 64%
fleetdemo.invers.com

City
Burnaby

Location
Meeting Room Outdoor KM

Reservation Start
6/1/2015 8:00 AM

Reservation End
6/1/2015 9:00 AM

Service
Vehicles

Category
Sedan

Reserve

Legal Desktop version



How to access the SCOOT
Cars for your trip

Using The SCOOT Cars

When you arrive at the car you reserved hold your SCOOT card over the card reader, under the windshield on the driver's side, for three seconds. You will hear the doors unlock.



Card Reader Lights:

green=access

yellow=processing

red=car/server communication.

If you still have no access once yellow has timed out, repeat the car access procedure.

TIP: Don't wave the card back & forth over the card reader. Hold it steady within two inches of the glass.



After the doors unlock open the glove compartment and remove the keypad.



Enter your PIN. *If you accidentally put in the wrong PIN, DO NOT click the back button. Finish putting in the four numbers. It will tell you the PIN is incorrect and to enter it again.*





Remove the key from the bottom of the keypad. You are now ready to start the engine.

Inspect the car, if there are any damages, take photos and email SCOOT as soon as you return. If you can't take photos, note the damage on the card located inside the car (console) and then email SCOOT upon return.

Front

SCOOT
Smart Commuter Option of Today

Vehicle Pre-Trip Report

Driver Name: _____

Scout Car Number: _____

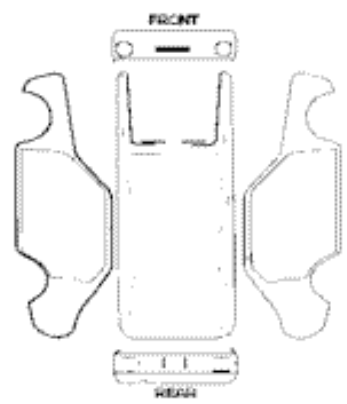
Date: _____

<input type="checkbox"/> Accident Kit	<input type="checkbox"/> Washed
<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Carpet Clean
<input type="checkbox"/> Fire Extinguisher	<input type="checkbox"/> Interior Clean
<input type="checkbox"/> Tire Jack Assembly	<input type="checkbox"/> Seats in good repair
<input type="checkbox"/> Road Triangles	<input type="checkbox"/> No litter in ash tray
<input type="checkbox"/> Spare Tire	<input type="checkbox"/> Fuel above 1/2 tank
<input type="checkbox"/> Body Damage	

Please Complete Both Sides

Back

All body damage must be marked!



Notes: _____



And you're off!

- Once you start the car and depart you do not need to interact with the keypad and may put it away in the glove compartment. You will not need to use the SCOOT card to lock or unlock the car.
- You simply treat it like you would your own vehicle, using the key fob or key to lock and unlock the car.
- The ignition lock system will not come into play again until you are returning the car at the end of your reservation.

When your task is complete, and it is time to return the car to it's parking space...



Pull into the designated space and turn the engine off. Take the keypad out of the glove compartment and follow the prompts.





Replace the circular fob attached to the ignition keys back into the bottom of the keypad.



1. And return the keypad to the glove compartment.



2. Be sure that you have all of your belongings out of the car! You may not be able to access the car again without a reservation.

3. Hold your SCOOT card or fob over the card reader for two seconds. You will hear the doors lock.

You're done!



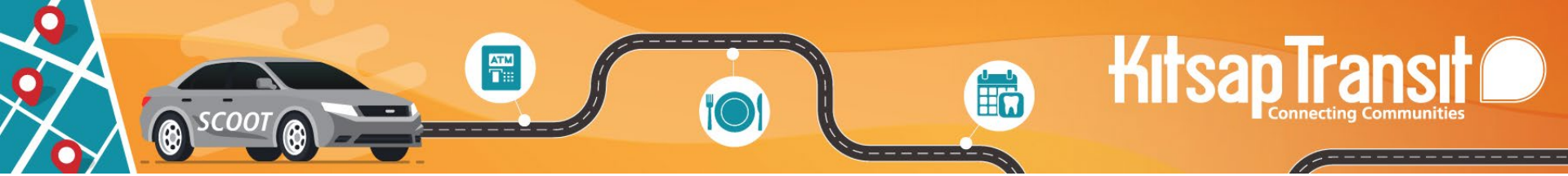
Important Things to Remember

- Vehicles must remain inside of Kitsap County unless pre-authorized by Kitsap Transit.
- Pets may only be transported in appropriate pet containers.

SCOOT Agreement

Please read and sign the agreement form attached to this email. Make a copy of your drivers license and proof of insurance. You can then:

- Fax them to 360-377-7086
- Mail them to Kitsap Transit, Attn: SCOOT, 60 Washington Ave Ste 200, Bremerton, WA 98337
- Email them to scoot@kitsaptransit.com



We hope you enjoy the freedom and flexibility of SCOOT.

If you have any questions, please contact us at 360-876-7433 or scoot@kitsaptransit.com