How To Reserve A Pool Vehicle

Go to: https://ems.amherst.edu/VirtualEms/
Log in under “My Account” using Amherst College log in

1. **Select the date** that you would like to reserve a vehicle per the guidelines below:
   - Limit of one vehicle per day
   - Limit of one-time period request (up to 72 hours)
   - Vehicles cannot be reserved more than **six** months in advance.

To reserve one of the available pool vehicles, please follow the procedures outlined below:

2. Adjust the **start time** and **end time** to reflect when you would like to reserve the vehicle.

3. **Enter your anticipated number of passengers** (including the diver).

4. Click the blue “**Find Space**” icon to search for vehicles that are available based on the date and time that you selected.

5. Select a vehicle by clicking the green plus mark to the left of the vehicle list available.

6. Enter the vehicle reservation details. Please note that **only the first contact listed on the reservation will be eligible to pick up the keys.** A second driver can be listed as the second contact.

   **Note:** Under sponsor details in first contact information, if their name is not listed click on temporary contact and fill in their information. Name, phone number, and email.

   **If a vehicle is already reserved a box with the message would pop up “request would create a conflict with another booking”**.
Success! Your request has been received. Please note that your reservation currently has a status of request.

A representative of the Amherst College Police Department will forward a vehicle confirmation when your request has been approved.