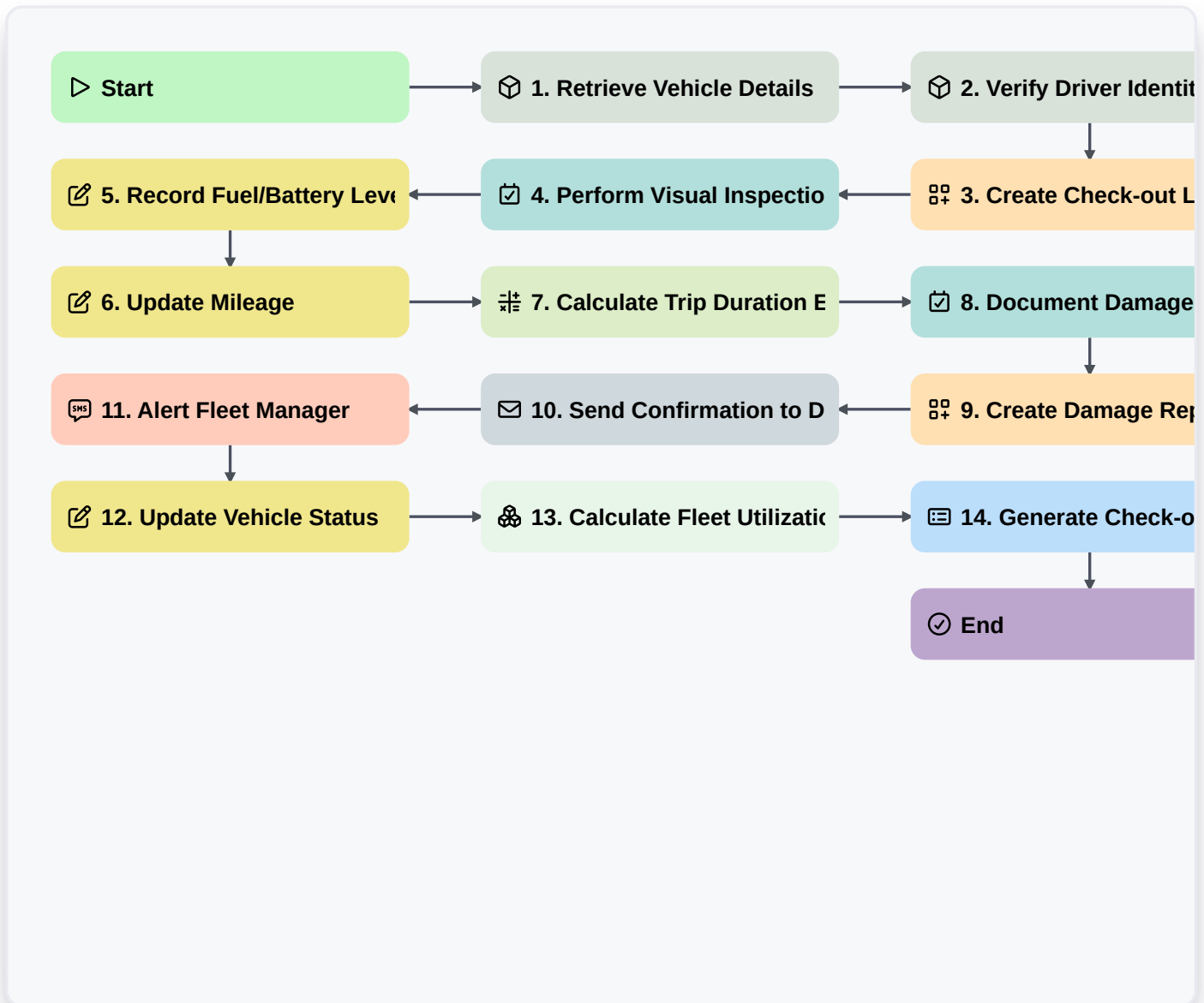


Vehicle Pick-Up And Check-Out Procedure



▷ Start

Start of the Workflow/Process.

📦 1. Retrieve Vehicle Details

Fetch vehicle specifications and maintenance history from the Vehicle Data Model based on the License Plate.

📦 2. Verify Driver Identity

Retrieve Driver License and profile information from the User/Driver Data Model.

📋 3. Create Check-out Log

Create a new entry in the 'Vehicle Trip Logs' data model to track the start of the session.

📋 4. Perform Visual Inspection

Assign a task to the Fleet Agent to inspect the vehicle's exterior for new damages.

📋 5. Record Fuel/Battery Level

Update the 'Current Fuel Level' field in the Vehicle Data Model based on the physical reading.

📋 6. Update Mileage

Update the 'Odometer Reading' in the Vehicle Data Model to the current value at check-out.



7. Calculate Trip Duration Estimate

Calculate the expected return time based on the scheduled return date and time variables.

8. Document Damage (if any)

If damage is detected, create a task for the Fleet Manager to review photos and approve repair needs.

9. Create Damage Report

Create a new entry in the 'Maintenance Incidents' data model if any defects are found during inspection.

10. Send Confirmation to Driver

Send an automated email to the driver containing the trip details, start time, and vehicle ID.

11. Alert Fleet Manager

Send an SMS notification to the Manager if a high-priority vehicle is checked out.

12. Update Vehicle Status

Change the status of the vehicle in the Data Model from 'Available' to 'In Use'.

13. Calculate Fleet Utilization

Aggregate the number of 'In Use' vehicles vs 'Available' vehicles to update the daily Fleet Dashboard.

14. Generate Check-out Summary

Generate a PDF report summarizing the vehicle condition and driver details at the moment of pick-up.

End

End of the Workflow/Process.