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I. Introduction

The CalTIP Vehicle Database can be used for 2 purposes. They are as follows:

- *Vehicle Schedule Maintenance*
- *Requesting Certificates of Coverage/Insurance*

Detailed instructions on how to utilize the features are provided on the following pages.

If you have any questions about the database, please contact:

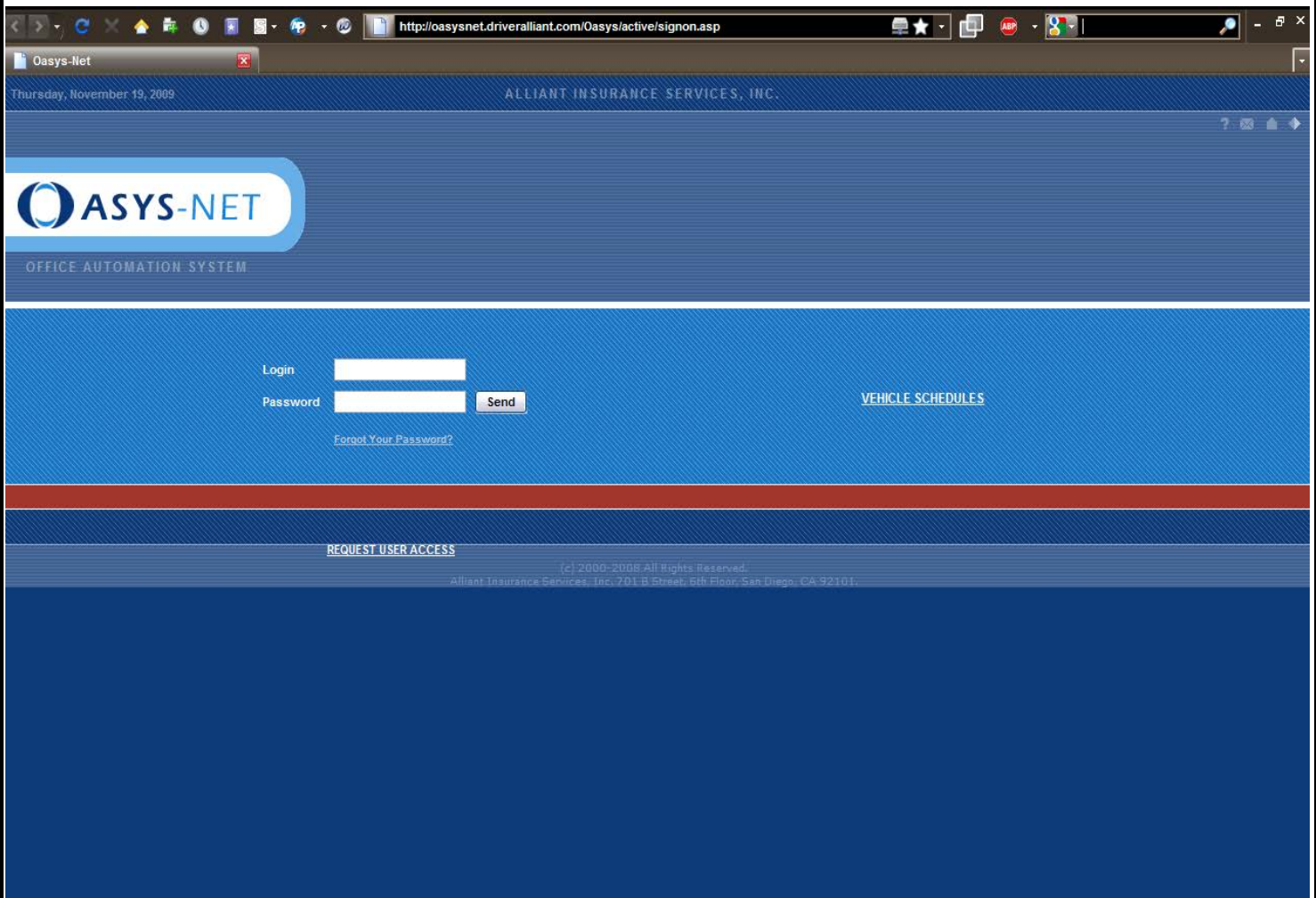
<p style="text-align: center;"><i>Andrea Ferry</i> <i>Alliant Insurance Services, Inc.</i> <i>100 Pine Street, 11th Floor</i> <i>San Francisco, CA 94111</i> <i>(415) 403-1456</i> <i>aferry@alliant.com</i></p>	<p style="text-align: center;"><i>Alice Chan</i> <i>Alliant Insurance Services, Inc.</i> <i>100 Pine Street, 11th Floor</i> <i>San Francisco, CA 94111</i> <i>(415) 403-1414</i> <i>achan@alliant.com</i></p>
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II. Accessing the System

- A. Enter the CalTIP's internet address into your Internet Explorer (IE) browser: <http://www.caltip.org/> . Look for, and click on, the following link at the top of the page:



- B. From there, you will arrive at Alliant's Oasys-net home page. Select the option for Vehicle Schedules. (See red circled area below.)



Click here to request a login and password if you do not yet have one.

Click her if you already have a login and password.

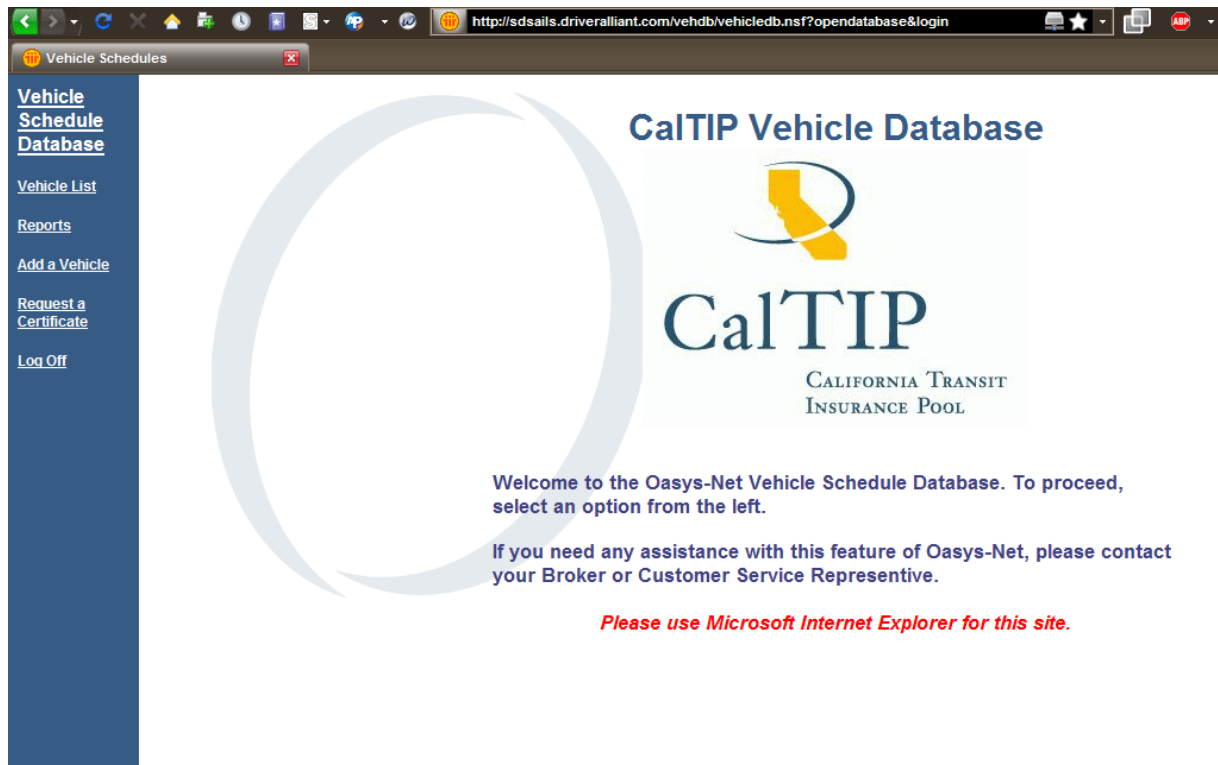
C. You will be presented with the server login page as follows:



The image shows a 'Server Login' page with a yellow background. At the top, it says 'Server Login' in a large, bold, black font. Below that, it says 'Please type your user name and password'. There are two input fields: 'User name:' and 'Password:'. Below the input fields is a 'Log In' button.

D. Enter your username and password as provided by either CalTIP or Alliant. If you do not have a username or password, use your back button and select the **Request User Access** option from the Oasis-Net home page (see yellow circle on previous page).

Once logged in, you will see the Vehicle home page as shown below:



The image is a screenshot of a web browser showing the 'CalTIP Vehicle Database' home page. The browser's address bar shows the URL: <http://sdsails.driveralliant.com/vehdb/vehicledb.nsf?opendatabase&login>. The page has a dark blue sidebar on the left with the following links: [Vehicle Schedule Database](#), [Vehicle List](#), [Reports](#), [Add a Vehicle](#), [Request a Certificate](#), and [Log Off](#). The main content area has a large, light blue circular graphic on the left. On the right, it says 'CalTIP Vehicle Database' in a large, bold, blue font. Below that is the CalTIP logo, which consists of a yellow outline of the state of California with a blue swoosh underneath. Below the logo, it says 'CalTIP' in a large, bold, blue font, and 'CALIFORNIA TRANSIT INSURANCE POOL' in a smaller, blue font. Below the logo and text, there is a welcome message: 'Welcome to the Oasis-Net Vehicle Schedule Database. To proceed, select an option from the left.' Below that, it says: 'If you need any assistance with this feature of Oasis-Net, please contact your Broker or Customer Service Representative.' At the bottom of the page, there is a red text message: 'Please use Microsoft Internet Explorer for this site.'

III. Modifying a Vehicle

A. Use the *Vehicles List* option to display the list of vehicles for your agency:

The screenshot shows a web interface for a 'Vehicle Schedule Database'. On the left is a navigation menu with 'Vehicle List' circled in red. The main area displays a table of vehicles with columns for Member Name, Vehicle Number, Vehicle, VIN, and Deleted. The table is filtered for the 'Amador' member, with a sub-section for 'Arcata'.

Member Name	Vehicle Number	Vehicle	VIN	Deleted
▶ Amador				
▼ Arcata				
	900	2006 Ford Escape	1FMCU95H56KC27813	
	908	1987 GILLIG PHANTOM	81540	Deleted: 12/15/2002
	909	1987 GILLIG PHANTOM	81541	Deleted: 12/15/2002
	911	1991 ELDORADO MST2400	04265	Deleted: 12/15/2002
	912	1991 ELDORADO MST2400	04264	Deleted: 12/15/2002
	914	1995 GILLIG PHANTOM	85420	
	915	1995 GILLIG PHANTOM	85421	
	917	1997 Ford CROWN VICTORIA	35271	
	918	2001 CHEVY Mini-Van	58869	
	920	2002 GILLIG PHANTOM	11963	
	921	2002 GILLIG PHANTOM	11964	
	922	2009 Gillig 35 Foot Transit Bus	15GGB271X91177352	
	923	2009 Gillig 35 Foot Transit Bus	15GGB271191177353	
	930	2002 Ford Van	76046	
	931	2002 FORD VAN	76047	

B. Click on the appropriate vehicle to open it for editing. The vehicle details page will display:

The screenshot shows the 'Vehicle Information' form. It includes tabs for 'Vehicle Details', 'Comments', and 'History'. The form contains several input fields and dropdown menus for vehicle and insurance details.

Vehicle Information

*JPA / Program Name: CalTIP
 Agency Vehicle Number: 12
 Type: Bus
 Year: 1998
 Make: Ford
 Model: Senator
 Seating: 22
 VIN: 99061
 *Delete Date: 31/10/2006

*Member Name: Amador
 Department: []
 Usage: Fixed Route
 Status: Backup
 Odometer Miles: []

**Cost New (Not an insured value): £69,350
 **Actual Cash Value: £12,000
 Auto Physical Damage Coverage: Yes
 **Deductible Level: \$1,000
 *Change Effective Date: []

Buttons: Delete, UnDelete Vehicle, Save, Cancel

* Required Fields
 **Required for Vehicles with Physical Damage Coverage

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- C. Execute required changes;

Note:

- *Several fields have drop-down lists to find the appropriate setting. Other fields are text or numeric;*
- *Date fields include a calendar icon. Click this icon to access a calendar for date selections;*
- *Any change to the record will enforce a Change Effective Date value to be entered prior to saving the document.*

- D. When complete, press the **Save** button to accept your change.

IV. Creating (Adding) a Vehicle

- A. Use the option to *Add a Vehicle* from the Vehicle home page menu;
- B. Complete all required fields;
- C. **PLEASE PAY SPECIAL ATTENTION TO THE COST NEW VALUE IF YOU PURCHASE AUTOMOBILE PHYSICAL DAMAGE. THIS VALUE MUST BE AS CLOSE AS POSSIBLE TO WHAT IT WOULD COST TO GO OUT TODAY TO PURCHASE A SIMILAR VEHICLE (OF LIKE KIND AND QUALITY). FAILURE TO REPORT REASONABLE VALUES MAY IMPACT LOSS RECOVERY.**
- C. Press the *Save* button to accept your new vehicle.

V. Deleting a Vehicle

- A. Use the option for *Vehicle List* from the Vehicle home page menu;
- B. Select the vehicle to be deleted;
- C. Enter a deletion date for this vehicle;
- D. Click the *Delete* button.

Note - The vehicle will display in the Vehicle List report as deleted.

Un-Deleting a Vehicle - If you have inadvertently deleted a vehicle you can “un-delete” it as follows.

1. Use the option for *Vehicle List*. Select the vehicle to be un-deleted;
2. Press the *Un Delete Vehicle* button.

VI. Reports

The reports system allows you to download a variety of reports in either Adobe PDF or Microsoft Excel format. You will need a copy of Acrobat installed prior to downloading the PDF reports.

- A. Select the option for *Reports* from the Vehicle home page menu. You will see the following screen:

- B. **REPORT NAME** - Use the drop down to select the appropriate report to export;
- C. **DELIVERY FORMAT** – Select open in browser (saving is permitted) or E-Mail Report (your e- mail address will automatically pre-fill) Please note that you can change the email address if you wish the report to go to another address;
- D. **REPORT FORMAT** – Adobe Acrobat or Microsoft Excel;
- E. Press the *Submit* button to process the report. Each report will take several seconds to process, please be patient.

VII. Requesting a Certificate of Insurance and/or Coverage

To request a certificate of insurance and/or coverage, follow the *Accessing the System* steps above and click on *Request a Certificate* from the **vehicle home page**. Complete required fields and press the “Submit button. Your request will be directed to Alliant staff.

Note: For certificate requests that require **“additional insured”** status, a copy of the contract evidencing the requirement should be faxed to Alliant staff at 415.402.0773, attention Alice Chan. If you have any questions regarding the database, please contact:

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