



## Rental Vehicle Use Guideline

### Rental Vehicles

WCC has obtained one 15-passenger van and two 7-seat minivans on a long-term rental basis for use by faculty and staff for College-related business. The 15-passenger van can accommodate one driver and 14 passengers; the minivans can each accommodate one driver and 6 passengers. The vehicles may be reserved on a first-come, first-served basis.

For safety reasons, a minimum of five (5) persons is required for use of the 15-passenger van.

To reserve a vehicle(s), a **Vehicle Request Form** must be completed by the person who will be driving the vehicle on the designated date and time, signed by a Dean or Executive Officer, and received by Facilities Management a minimum of seven (7) calendar days in advance of date and time a vehicle is needed.

A **Driving Record Review Authorization Form** must be submitted with the **Vehicle Request Form**, if not already on file in Facilities Management.

To ensure availability of a vehicle, requests must be received by Facilities Management with at least a seven (7) calendar day advance notice.

The cost of rental vehicles will be funded by the Facilities Management Division.

Rental vehicles will be re-fueled by Facilities Management Staff upon return to the College campus and prior to pick up by the rental company.

If it is necessary to purchase fuel to ensure your return to campus, you must obtain a receipt for your purchase and contact Valerie Wenger for FOAPAL information if your College PCard was used or instructions on requesting reimbursement for other types of payment.

### General Requirements

It is the responsibility of the Requestor to allow only the approved licensed driver(s) listed on the Vehicle Request Form to operate the vehicle(s)

Vehicles must be picked up within one (1) hour of the time requested. Vehicles not picked up within this timeframe will be released to the next requestor. If you are running behind schedule, please call Facilities Management at x5300 , and the vehicle(s) will be held for you. (734.677.5300)

Please contact Facilities Management as soon as possible if you need to cancel or reschedule your reservation. A minimum 24-hour advance cancellation notice is preferred

**Pick Up and Return of Vehicles and Keys**

All vehicles are to be picked up and dropped off at the lowest level of the parking structure.

The vehicles are to be parked in spaces designated “WCC Authorized Rental Car Parking Only.”

Keys to all vehicles can be picked up from the office of Public Safety located on the second floor of the parking structure and must be returned there when the vans return to campus..

To request a rental van(s), complete the **Vehicle Request Form** and **Driving Record Review Authorization Form** (if not already on file) and submit to:

**Valerie Wenger | Facilities Operations Secretary | Damon Flowers Building, DF 117**  
**[vwenger@wccnet.edu](mailto:vwenger@wccnet.edu) | O: 734.677.5300 | F: 734.677.5475**