



College Owned and Rental Vehicle Use Guideline

College Owned Vehicles

WCC has one 4-5 passenger car available for use by faculty and staff for College related business. This vehicle may be reserved on a first-come, first-served basis. Use of the car is not restricted by distance or travel time.

Rental Vehicles

WCC has contracted with an outside Car Rental Company to provide additional vehicles to faculty and staff for College-related business.

A minimum of two (2) persons is required for use of all rental vehicles

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 and a maximum of thirty (30) calendar days. Vehicle requests received more than thirty (30) days in advance will not be accepted and will need to be re-submitted within the 7-30 day window.

A **Driving Record Review Authorization Form** and a copy of the Requestor's driver's license must be submitted with the **Vehicle Request Form**, if not already on file.

All required documentation must be received by Facilities Management within the 7-30 day window in order to proceed with fulfilling the vehicle request. Facilities Management will not be responsible for incomplete form submissions.

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. College-owned vehicles not picked up within this timeframe will be released to the next requestor. Rental vehicles will be returned to the rental company. If you are running behind schedule, please call Facilities Management at x5300 , and the vehicle(s) will be held for you. (734.677.5300)

Cancellations must be made twenty-four (24) hours in advance

Pick Up and Return of Vehicles and Keys

All vehicles are to be picked up and dropped off at the Facilities Management, Plant Operations Building

Rental vehicles are to be parked in spaces designated "WCC Authorized Rental Car Parking Only."

Keys to College-owned vehicles can be picked up from the Facilities Management, Plant Operations Building between 8:00 a.m. and 4:30 p.m. Monday through Friday (unless other arrangements have been made). Keys to College-owned vehicles needed before 8:00 a.m., after 4:30 p.m., or on weekends may be picked up at Campus Safety and Security.

Keys to rental vehicles can be picked up at Campus Safety & Security regardless of the reservation day and time.

To request a College-owned or rental vehicle, complete the **Vehicle Request Form** and **Driving Record Review Authorization Form** (if not already on file) and submit to:

Valerie Wenger | Facilities Operations Secretary | Plant Operations Building, PO 117
vwenger@wccnet.edu | O: 734.677.5300 | F: 734.677.5475