



Vehicle Request Form

To reserve the College-owned passenger car or a rental vehicle(s), please complete and submit this Vehicle Request Form and the Driving Record Review Authorization Form (if one is not already on file) along with a photocopy of your driver's license (for rental vehicle, if not already on file) to:

Valerie Wenger, Facilities Operations Secretary, PO 117, vwenger@wccnet.edu, Fax: 734.677.5475, O: 734.677.5300

PLEASE NOTE: REQUESTS WILL BE ACCEPTED NO EARLIER THAN 30 CALENDAR DAYS BEFORE VEHICLE(S) IS NEEDED AND NO LATER THAN 7 CALENDAR DAYS IN ADVANCE.

DAY and Date Vehicle Required: _____ Time: _____

DAY and Date Vehicle Returned: _____ Time: _____

Destination: _____

Destination Address: _____ City: _____ State: _____

Number of Persons to be Transported: _____ **ROUND-TRIP MILEAGE:** _____

Type of Vehicle(s) Requested (e.g., one 15-passenger van or two 10-passenger vans, etc.) _____

Special Instructions: _____

It is the responsibility of the requestor to allow only the approved licensed drivers listed below to operate the vehicle(s).

Driver's Name(s) & Email Address:

Name	Driver's email address:
Name	Driver's email address:
Name	Driver's email address:

Requested By:	Date of Request:
Campus Address:	Phone:
Dean or Executive Officer Approval:	Requestor's Department Name & Org. Number:

Facilities Management Use Only

Vehicle Assigned	Assigned By	Date
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