

Facilities Vehicle Reservation Instructions:

- **How to Request a Vehicle:** The driver or department liaison needs to email Facilities facilities@yc.edu to request a vehicle and to check availability.
 - Upon request, please include the name of the driver, date of request, trip location and vehicle requested.
 - Driver's must have submitted Driver's license and proof of insurance through the 'Driver Credentials' dynamic form prior to making reservations.

- **Travel Request Form:** Upon email confirmation of availability from Facilities, a Travel Request Form needs to be submitted to the Business Office. The Business Office forwards the final approved form to Facilities, which must be received prior to travel to release the travel packet/keys.

- **Travel Packet/Keys:** Available for pick up one business day prior to the travel date from the Facilities Management Office. Hours: Mon-Fri, 8am to 4pm (excluding summer hours, holidays and weather closures). Packets include: keys, gas card and mileage form. Upon return, please include gas receipts and mileage form with driver's name and beginning/ending mileage.

- **Cancelling Reservations:** If there is a need to cancel a reservation, please notify Facilities ASAP, as there is often a waiting list.