

YC VEHICLE RESERVATION INSTRUCTIONS

Please follow the procedures below to reserve any YC vehicle.

Drivers must have already completed the required documentation to place a reservation.

- Email Facilities, at facilities@yc.edu, to check on vehicle availability.
- Upon confirmation of availability, a Travel Request Form will need to be submitted to the Business Office. Facilities must have a copy of the approved Travel Request form, from the Business Office, prior to picking up the keys.
 - For single day travel only, if your department has a gas card available, a travel request form is not required.
- The travel packet/keys may be picked up one business day prior to the travel date from the Facilities Management Office. Hours: Mon-Fri, 7am to 4:30pm (excluding summer hours, holidays and weather closures). Please keep in mind, vehicle usage is only for the designated and approved travel date(s). Although keys may be picked up early, **the vehicle must remain on campus and is not to be driven or used until the approved date and time.** Vehicles must be parked on campus overnight, except during overnight travel when staying at a hotel. **Vehicles cannot be parked at home.**
- All vehicles MUST be refueled, and cleaned (trash removed) before returning to Facilities. For YC vans parked in the Campus Police lots, trashcans are located at the entrance of building 28 near the key drop box. Please inspect vehicles inside and out before and after travel. Any damage needs to be reported to Facilities and Campus Police immediately.
- Drivers: please email Facilities@yc.edu upon return if the vehicle needs to be washed or vacuumed before the next reservation as fleet vehicles are inspected and cleaned monthly. If a vehicle needs to be washed before the normal monthly maintenance cycle, there maybe a \$5 charge to the department, however vacuuming is no additional cost.
- Upon completion of vehicle usage, travel packet(s) can be placed in the key drop box located in the parking lot. Packets include: keys, gas cards, gas receipts and mileage form with driver's name and beginning/ending mileage.
- Any questions, please contact Facilities at (928) 776-2180 or facility@yc.edu.
If there is a need to cancel the reservation, please notify Facilities ASAP, as there is often a waiting list.

Thank you