

Western Illinois University – Quad Cities Vehicle Reservation Procedures & Guidelines

Hours of Operation:

M-Th: 7:30 a.m. – 8:00 p.m.
F: 8:30 a.m. – 5:00 p.m.

Points of Contact:

Carmen Sandoval
Leslie Mose
Janet Wilson

Reservation <ul style="list-style-type: none">• Vehicle reservations are to be made at least 3 days prior to the date of departure• Please provide the exact departure and return times for your trip, within a 30 minute estimate• Proof of insurance must be on file before a vehicle will be reserved	
Key Pick Up <ul style="list-style-type: none">• Valid driver's license is required and must be presented when picking up keys• Keys and gas cards may be checked out at the 1st floor reception area.• For departure times earlier than 8:30 a.m., keys may be pre-arranged with 24 hour notice• NOTE: Failure to pick up a vehicle within 60 minutes of arranged departure from WIU-QC will lead to cancellation of the reservation. The individual will then be responsible for arrangement of their own transportation at their own expense.	Key Drop Off <ul style="list-style-type: none">• Keys may be left in the locked key drop box located on the 1st floor (kitchen)• University vehicles must be returned to the WIU-QC 60th Street parking lot. (Parking off campus is not permitted)
Required Documentation <ul style="list-style-type: none">• Mileage forms, requesting destination information must be completed and returned after each trip• Trip charge is calculated based on beginning and end mileage.	
Considerations <ul style="list-style-type: none">• Please remove personal items or debris from the vehicle at the end of the trip• Fill the gas tank, at the University Garage in Macomb or if traveling elsewhere using a gas card at one of the corresponding gas stations	
University Vehicle Maintenance <ul style="list-style-type: none">• University vehicles are subject to scheduled maintenance performed by the University Garage.• Drivers may be asked to leave the vehicle with the University Garage during their travel in Macomb.<ul style="list-style-type: none">○ The garage will provide a temporary vehicle while maintenance is performed.○ If the driver wishes to drive a university vehicle and does not wish to leave their assigned vehicle for maintenance, they may choose to drive their personal vehicle without reimbursement.• If a driver does not wish to leave a vehicle for maintenance with the University Garage, they may choose to drive their own vehicle without reimbursement.	