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
- 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
- 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
- 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
- Mileage forms, requesting destination information must be completed and returned after each trip  
- Trip charge is calculated based on beginning and end mileage.

### Considerations
- 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
- 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.  
  o The garage will provide a temporary vehicle while maintenance is performed.  
  o 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.