



ENTERPRISE VEHICLE RENTAL REQUEST

Request Date: _____
 Person requesting van: _____ Destination: _____
 Date(s) needed: _____ Date of return: _____
 Estimated departure time: _____ Estimated return time: _____

****NOTE: THE VEHICLE WILL NOT BE RESERVED WITHOUT SUPERVISOR'S APPROVAL**

Number of persons traveling: _____ Estimated mileage: _____
 Choice of Vehicle: _____ Van (7 Passenger) _____ Small SUV (5 Passenger/Luggage) _____ Sedan (4 Passenger)
 Reason for trip: _____

** Approved: _____
Supervisor of person requesting van Date

(Forward to Greg Ricci after approving request, need 5 business days notice)

Reserved: _____
Greg Ricci Date

Pick up the credit card (for fuel) at the Information Desk

- Vehicle will be delivered to WITC visitor parking lot at scheduled time. (Greg will put an approval form in your mailbox.)
- Insurance coverage is provided by WITC ... You are not required to purchase additional insurance.
- Note the fuel level and re-fill the tank to that level when returning.
- Return the vehicle to the WITC visitor parking lot. (Leave keys at the information desk).
- Return the credit card and ALL copies of rental agreement to Information Desk.
- Rentals are in 24-hour segments and must be returned within that time frame.

 Signature of Person Checking out Credit Card

Checked out: _____
Information Services Date / Time

Checked in: _____
Information Services Date / Time

VEHICLE TRAVEL PROCEDURES

WITC has been advised by our insurance company that it is necessary to utilize rental vans for field trips, visits, and related travel rather than the campus-based vans previously used. Enterprise Car Rental has been selected by the District as the provider of these vehicles. Some of the policies and procedures have changed; others have not. It is still necessary to have a minimum of 4 persons to obtain a van.

SCHEDULING TRIPS — RESERVING A VEHICLE

Use the existing form. Complete form and submit to supervisor/dean for approval. Once approved by supervisor/dean, it is then forwarded to Greg Ricci's mailbox for reservation. Once reservation is made, confirmation is given to user and to the Information Desk. **Allow sufficient lead time. Van must be reserved at least 5 working days in advance of trip.**

VEHICLE PICK UP

- Vans, small SUV's and sedans are available. Maximum of 7 passengers in van, 5 in SUV, and 4 in sedan, including driver.
- Driver must be a District employee—staff—must be over 21 years old.
- Student Drivers—regardless of age—**NOT PERMITTED.**
- If additional capacity is required, more than one van may be rented. Additional **QUALIFIED** driver(s) must be found by the user.
- Vans are rented by the day (24 hours). No mileage charge. Gas tank must be refilled to same level as when van was received. WITC gas card is picked up from and returned to the Information Desk with receipts.
- Van can be scheduled for pick up after 8 a.m. Vans are dropped off and returned to WITC-New Richmond. Your vehicle may be parked in the visitor parking lot while using the van.
SUGGESTION: If you are planning a short daytime trip, it may be advantageous for you to pick up the van the afternoon prior to the trip (as late as 4 p.m.) to prevent delays the morning of your trip. Remember, however, the rental is 24 hours and must be returned within that period.

VEHICLE RETURN

- Return the van to WITC-New Richmond, visitor parking lot within the 24-hour rental period.
- Return the keys to the information desk.
- Return the Rental Agreement and gas card to WITC Information Desk.

If you have questions or require further information, please see or call Greg Ricci (ext. 4260). Please forward any suggestions you may have.

