Wabash.

Motor Pool

Wabash College is committed to meeting the transportation needs of faculty, staff, and students through a centralized campus motor pool. All vehicle reservation requests and approved drivers are managed by the Travel Coordinator: motorpool@wabash.edu or 765-361-6438

Who Can Drive Wabash-owned Sedans & Minivans?
• Faculty, staff, and students who:
- o Have a valid driver's license from within the continental U.S
- o Are 18 years of age with a minimum of 1 year driving experience
- o Have a clean driving record

How to Become an Approved Driver:
Contact the Travel Coordinator at motorpool@wabash.edu

Who Can Drive Wabash-owned 11 & 15-passenger Vans?
• Faculty, staff, and students who:
- o Have a valid driver's license from within the continental U.S.
- o Are 21 years of age with a minimum of 3 years driving experience
- o Have taken the large van certification course

How to Apply for the Emerald Club:
www.nationalcar.com/offer/XZ08165
Send this number to the Travel Coordinator.

Who Can Drive Enterprise Rental Vehicles?
• Faculty, staff, and students who:
- o Have a valid driver's license from within the continental U.S.
- o Are 21 years of age with a minimum of 3 years driving experience
- o Have an Emerald Club rewards number
• *Only drivers over the age of 25 can drive Enterprise 15-passenger vans.*

!!! All drivers must be on the Approved Drivers List !!!

Reserving a vehicle:
- • Submit your reservation request on **Scheduler**.
- • All vehicles are assigned on a first come, first served basis. A vehicle and/or driver is never guaranteed.
  - ◦ Please submit your request **at least 48 hours before** key pick up.
  - ◦ Requests made within 24 hours of key pick up will NOT be accommodated.
  - ◦ Large passenger vans and reservation requests during peak times like Fall and Spring Breaks should be submitted a minimum of 3 weeks in advance.
- • If requesting a driver, provide the name, phone number, and flight information (if applicable) for the person being picked up.
- • Be specific with pick up & drop off locations (eg: Trippet, Chapel, Hays, etc.)
- • Pick up and return dates and times are in reference to the VEHICLE leaving and returning to campus.
- • If you need a ride to and from the airport, make 2 separate reservation requests.
- • If you need more than one vehicle, submit a separate reservation request for each vehicle.
- • If you no longer need a vehicle, please cancel through Scheduler as soon as possible.

▬ Confirming a Reservation:

- A vehicle and/or driver is NEVER guaranteed.
- If you request a driver, the Travel Coordinator will notify paid campus drivers of the available drive time. If a driver accepts, their details (name and phone number) will be added to your reservation request when approved.
- If no paid driver is available, you or someone from your department may volunteer, provided they are on the Approved Drivers List.
- Vehicles are assigned on a first come, first serve basis. If a campus vehicle cannot be accommodated due to scheduling or size constraints, an Enterprise vehicle will be booked. Please be aware this will significantly increase your cost.
- If you are traveling more than 75 miles from campus, an Enterprise vehicle will be reserved.
- Once a vehicle and driver are confirmed, you will receive an email confirming your reservation request.

▬ Picking up keys and vehicles:

- Keys for all vehicles are to be picked up at Campus Services (309 Martindale Drive) between 8:00 AM and 4:00 PM, Monday through Friday. For evening or weekend reservations, keys must still be picked up during these hours. No confirmation will be sent when your vehicle is ready; contact Campus Services if you need to confirm.
- All vehicles will be parked in the Motor Pool Parking Lot at the corner of Milligan St. and Russell Ave., across from the tennis courts. This is also where you can park your personal vehicle, if needed.
- It is the responsibility of the driver to do a quick visual assessment of the vehicle before and after the trip. If you notice any issues, report it on the back of the mileage card in the key chain wallet.
- Verify the starting mileage listed on the card in the key chain wallet.

!!! Smoking and animals are prohibited in all vehicles !!!

▬ Returning vehicles and keys:

- ***All vehicles should be returned to the Motor Pool Parking Lot.***
- At the end of your drive, record ending mileage on the card in the key chain wallet.
  - Failure to record mileage will result in the Travel Coordinator estimating it, which could lead to higher costs for your department. Ensure this information is filled in completely.
- **Fueling:** Each key chain wallet has a WEX gas card which can be used at most major gas stations. A complete list of chains accepting WEX cards can be found [here](#).
  - **Wabash-owned vehicles** - Fill the gas tank, no matter how far you've driven.
  - **Enterprise vehicles** - Fill the tank to original level.
- Place gas receipts in the key chain wallet and return them to Campus Services.
- Remove all trash, personal belongings and debris.
- There is a drop box to the right of the door at Campus Services for after hours returns.

BEFORE RETURNING KEYS:
- Verify starting and ending mileage is documented
- Refuel to appropriate level
- Verify gas receipts are in key chain wallet
- Return vehicle to Motor Pool Parking Lot
- Clear out trash and personal belongings
- Turn off lights and lock vehicle

▬ Accidents happen, here's what to do:

- For major accidents call 911 first
- Contact Juli Smith 765-361-6227 during office hours and Campus Security 765-361-6000 after hours
- Take photos of all vehicles and property involved
- Complete an accident report located in the glove box
- Send the accident report to Juli Smith smithj@wabash.edu as soon as possible