Procedures regarding College Car Reservations

College cars are available to be reserved through R25 up to 48 hours prior to the reservation. If a college car is needed within 48 hours, the person must contact Safety Services by phone or email to make the reservation.

All college car reservations are subject to cancellation or modification as necessary by Safety Services.

Any individual driving the college car must have a valid Illinois driver’s license. Misrepresentation of this could result in disciplinary action.

When vehicles are reserved through R25:
• Note the destination and any passengers in the comments field of the form.
• The driver still needs to turn in the Vehicle Use Form when picking up the keys.
• Notify Safety Services as soon as possible if you need to cancel your reservation for the car.
• Buses and vans are reserved through Athletics, not Safety Services. Contact Sue Harding in Athletics to receive the form and details about using the vans.

When using the car:
• It is important to be back by the time listed in the request.
• Keep the car clean. No smoking! Abide by the Core Values reminder located in each car.
• Return the car to the proper spot by the cultural center. Car 1 needs to be in Spot #1.

These general rules are subject to change by Safety Services based on college procedures and budgetary implications.

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