

All Oberlin College faculty, staff and students are encouraged to thoroughly review the college [transportation policy](#).

To prevent any delay in reserving your vehicle or bus please read and follow the following directions.

## **Requesting a car/van for college business or college sponsored activities**

Please include the following template (copy/paste) in the "Request Description" field of your work order vehicle request:

- **Type of vehicle - select one of the following - Compact/Economy Car, Mid-Size Car, Full-Size Car, 7-Passenger Minivan, Mid-Size SUV, Full-Size SUV, Large SUV.** (<https://www.enterprise.com/en/car-rental/vehicles/us.html>)
- *Date and time of departure:*
- *Date and time of return:*
- *FINAL DESTINATION CITY/STATE:*
- *First and Last Name of MVR approved driver/s:*
- *Department and phone number:*
- *FOAP to charge (Submit SFC form if the FOAP starts with "90000")*

### **ONE WORK ORDER PER VEHICLE**

**(do not submit a work order with more than one vehicle requested)**

Unless there is an issue with your request you will not hear back from the Facilities office.

Should you need to cancel a vehicle reservation please contact the Facilities office by phone or email with the work order number in question.

**Failure to provide 24 hours' cancelation notice for a car/van rental may result in a one day charge.**

## **Requesting a bus for college business or college sponsored activities.**

*Please include the following template (copy/paste) in the “Request Description” field of your work order bus request:*

- Group Title/Event Name:
- Date and time of pick up:
- Date and time of return:
- FOAP to charge:
- Group leader's contact information for the busing company:
- Number of passengers:
- Attach the First Student Booking form

Once a quote has been obtained from the bus company an email will be sent to the requestor with that information and requesting that they accept the quote by replying using the link that will be in the body of the message.

**\*The reservation will NOT be finalized until this step is completed.\***

Subsequent emails will be sent regarding confirming the booking and the drivers name and contact number should an emergency arise.

Should you need to cancel bus trip please contact the Facilities office by phone or email with the work order number in question.

**Failure to provide 5 business days notice will result in a \$150.00 cancellation charge per bus.**

**To request a vehicle for business travel with a non-campus pick up (i.e. pick up at an airport) or personal travel please review [this section](#).**