

DELO owns one of the WKU Honda Accords.

Once someone is designated as an approved driver for WKU (i.e. added to the insurance policy), then the confirmation email of that approval needs to be sent to Mary Cole and/or Beth Laves.

All reservations are made through Mary Cole (primarily), Beth (secondarily, if Mary is unavailable).

When emailing Mary or Beth with a reservation request include:

- The purpose of trip
- Date of event/meeting/conference, etc.
- Your departure time and return time

The car is housed at the Knicely Center in the lot near Parking and Transportation, and the key can be picked up from Mary/Beth (Knicely 105). Return the key to Mary/Beth during office hours or leave the key with the help desk attendant, if someone is available. The key can also be returned the next morning by 8:00 am.