

For university-related travel, vehicles are available to WKU employees, students, and other approved individuals who meet certain eligibility requirements. The university covers the insurance for these vehicles, and any person wishing to drive such vehicles must be on the **University Approved Drivers List**.

The procedure to reserve a WKU vehicle is listed below.

1. Complete a "[Release and Approved Driver Request Form](#)," Click on the "Insurance (Property & Vehicle)" drop-down menu. Submit the form with a copy of a current driver's license, and submit to the Insurance Office, WAB G-21.
2. The form should be submitted at least one week prior to driving date.
3. Applicants will be notified by email when they have been added to the Approved Driver's List.
4. Drivers on the approved list will remain on the list until they request to be removed or are removed by the University.
5. Drivers consent to the University conducting a Motor Vehicle Record check periodically to verify the Driver's driving record

To Reserve a 15-passenger van: Completion of a driver training course, administered by Facilities Management, is required to use WKU-owned vans. Please email Peggy Waktins in [WKU Transportation Department](#) to schedule a time for this training.