

Van Request Instructions



Follow these instructions to reserve the WLR Van

Please complete all required forms and driver documentation prior to your intended trip date. **Incomplete or late submissions may result in request denial.**

1

Submit Initial Formstack Request

Fill out and submit the Formstack Van Request form with your travel details and other required information.

2

Schedule the Event

Create a new event for the van usage, or add the van as a **resource** to the existing event on eSPACE.

3

Submit Driver Documentation

- Provide **Lorena** with copies of valid **driver's licenses** for **each** designated driver.
- Complete and submit the **Driving Record Form**. Contact Lorena to receive this form.

Note: If drivers have **previously** submitted their driver's license and driving record form, please check with Lorena to confirm **if they are still valid**.

Step 4: Approval & Email Confirmation

Once all required documentation is submitted and reviewed, **Luke** will approve the request in **eSPACE**. You will receive an automated email confirmation once the approval is finalized.

Need assistance or have questions regarding your request? Please reach out to Luke.