



VEHICLE BOOKING FORM – GREENWOOD PARK

REQUEST FOR THE USE OF FLEET VEHICLE - SHORT TERM HIRE
CHECK AVAILABILITY Ext: 68139 / Fax: 68155

1. A Vehicle will not be allocated until this fully completed and authorised form is received by the Booking Officer.
2. When seeking to use a private vehicle, the section on the second page must be completed and attached to the Private Vehicle Travel Claim form.

JOURNEY DETAILS:

Dates & Times From: am / pm On / / 200.....
Vehicle Required: To: am / pm On / / 200.....

Destination/s:

Work related purpose of journey : (ie. attend training/divisional meeting)

Passengers:

Type of Vehicle Preferred: Other Information:

DRIVER DETAILS:

Name:

Licence No: Staff I.D. No.

Department/Division:

Contact (in case of cancellation, query etc.): Ext: Fax:

MOTOR VEHICLE FRINGE BENEFITS - EMPLOYEE DECLARATION:

I declare that for the period nominated above:

- a. the car will be used exclusively for University business purposes only;
- b. that a log book or equivalent substantiating business usage will be kept and returned with the vehicle;
- c. I have read and agreed to the conditions of use on the second page of this form.

Name:

Signature: Date: / / 200.....

APPROVAL DETAILS:

I hereby certify that assigned vehicles are unavailable for use at the time required and authorise all charges to be debited against allocation code:

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Authorised by Name:

Signature: Date: / / 200.....

Position: (Supervisor/Budget Centre Head)

Approved: (Booking Officer)

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CONDITIONS OF USE

All vehicle use is to be in accordance with the **UNIVERSITY MOTOR VEHICLE POLICY AND PROCEDURES**.

The signature of the user on this form will be taken as indication that the user has read and understands the rules as specified in the Motor Vehicle Policy and Procedures.

The Motor Vehicle Procedure and the University Accident Procedure are located in the glove compartment of each vehicle. Users should ensure they are familiar with this information before using the vehicle.

Late return of vehicles or non pick up of vehicles booked may result in **cancellation** of hire rights and/or a **penalty charge**.

PRIVATE VEHICLE USE AUTHORISATION

This section to be completed only if the Vehicle Booking Form is stamped and signed "CAR NOT AVAILABLE" and commercial hire car or public transport is NOT used.

1. To be completed by staff member requesting permission to use private vehicle

A University Vehicle is not available and I request permission to use my own vehicle for the following reasons:

.....
.....

I understand that the University **will not** be responsible for any damage or accident repair claim as a result of using my private vehicle on University business.

Signed: Date: / / 200

2. To be completed by Approving Officer (Area Manager or Budget Centre Head)

I approve the above request for private vehicle use.

Authorised Approving Officer: Date: / / 200

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