Buildings and Property Department

UNIVERSITY VEHICLE POOL BOOKING

Vehicles are to be used for official University Business only. A Booking form must be provided in all cases where vehicles are taken off campus. Where the booking form is not submitted in advance it MUST be supplied at the time the vehicle is collected.
Bookings for field trips and travel to conferences should be submitted at least two weeks in advance of the date of travel.

1. Responsible Driver.

2. Staff / Student No.

3. Faculty / Department

4. Date and time of departure
   Date__________ Time_____

5. Date and time of return
   Date__________ Time_____

6. Destination

7. Type of Vehicle Required

8. Drivers Licence Registered With University Transport Office and Current
   Please Tick
   Yes
   No

The above Faculty / Department agrees to pay the appropriate charge for the journey above. Charges to be debited to Account Number:

______________ ______________________

Authorised Signature

Conditions of Use

1. University Vehicles MUST be returned with ¼ TANK OF FUEL OR MORE. Fuel Cards in the vehicle log book are for use at most Service Stations, except the Woolworths & Liberty discount Chains.

2. Vehicles to be returned in clean and tidy manner, Mobil card and Motorpass cards have the car wash facility on them.

3. Any damages or faults should be reported to Transport Office as soon as possible.

4. All Drivers MUST possess a valid Current Drivers Licence and be registered with the Transport Office. The Driver of the Vehicle Must Sign out vehicle at transport office before Leaving.

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<th>OFFICE USE ONLY</th>
<th>Fleet No.</th>
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<tr>
<td>Starting Kms</td>
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<td>Finishing Kms</td>
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<td>Kms Travelled</td>
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