

Reservation number , student card and licence must accompany driver when vehicle is collected.

CL..... Type:.....

Please fill in **all** the details required and return with the keys to the Vehicle Pool OR **place keys in the silver post box at the exit of the Vehicle Park**

Depart: Date:...../...../20 Time:.....

Return: Date:...../...../20 Time:.....

Dept/Devison/Soc./Hostel:.....

Reservation no.:.....

Name of driver(s):.....

Destination:.....

.....

Km-reading (**return**):.....km

Km-reading (**depart**):.....km

Signature.....

COMPLAINTS/DEFECT:

.....

Info will be completed by reservation office

Info must be completed by driver

Info on speedometer and **MUST** be filled in otherwise you pay for kilometers not travelled

Completed by reservation office if rules are not adhered to

Most important rules and contact numbers during office hours.

Any technical problems with the vehicle must be reported here for further investigation

Important :Drivers of University vehicles must on request be able to present their drivers licence. Only persons in possession of an unendorsed driver's Licence, which is at least oneyear old, will be allowed to drive US vehicles.

1. Before **departure** please ensure that you de-activated the recovery system by pressing the red button. Make sure that you hear the **signal x2**. If not, press the button again until you hear the **signal x 2**. If you leave the vehicle **unattended** please activate the system by pressing red button. Make sure that you hear the **signal x 1**. If not, press the button again until you hear the **signal x 1**.
2. Ensure that the vehicle has enough fuel for the trip. Also ensure that there is a wheel jack, wheel spanner and spare wheel in the boot of the vehicle.
3. Please ensure that when returned the fuel tank is at least 50% full. If not fill the tank at the nearest service station.
4. If not fill up with 95/97-octane petrol OR diesel if applicable. Use vehicle card in the key pouch for payment. Provide correct odoreading to petrol attendant.
5. Please ensure that booking times are strictly adhered to. Vehicles must **not be collected before the time** and must be **returned on time** to the Vehicle Pool in Banghoek Road.
6. Vehicles must be left in a clean condition and properly locked. Gearlock must be locked in reverse gear.
7. Any damage to the Fleet vehicle sustained during the period of use shall be reported to the US Vehicle Fleet within 12 (twelve) hours of the incident. Any deviation from the above rules may result in a fine(s).
8. Should the vehicle require repairs only use registered First Auto merchants.
9. In case you encounter any problem please contact the Vehicle Pool 021-808 4611 or after hours US Protection Services 021-808 4891 or toll free 08600 60 11 37.
10. Complaints / Defects:.....