

Coast Youth Community Trust Use of Vehicle Agreement/Application Form

This application/agreement is to be completed and signed by the driver in conjunction with the attached CONDITIONS OF USE requirements.

Name of Organization / Individual:

Address of Organization / Individual:

Person making the booking:

Date request made: / /

Driver's Name (must be aged 25 or over):

Driver's License No:

License Expiry Date:

Driver's Telephone:

Mobile:

Date of Use: / / /

Date of Return: / / /

Time of Pick Up:

Time of Return:

Start Destination:

Finish Destination:

KMs Travelled:

Purpose of Trip

Number of People Travelling:

Signed:

Designated Driver

Signed:

CYC Representative

Invoice to be sent to email address:

Comments:

Conditions of use of our vehicle are on page 2

Applicant's & Driver's Declaration

I, _____ declare that I have read and comply with the *Use of Vehicle Conditions of CYC Trust Vehicle*.

- that I take full responsibility for the use of the vehicle.
- that the vehicle will be returned in a clean and tidy state.
- that the vehicle will be used only for the purposes approved by CYC Trust.
- that the information contained in this application is complete and accurate.
- that I have no known condition that will impede my ability to drive the CYC vehicle and that the vehicle will not be driven by any person(s) other than me, the nominated driver.
- That I will NOT DRINK AND DRIVE under any circumstances.

Signature: _____

Date: _____

Position: _____

Telephone: _____

Please read the following prior to use of this vehicle.

CONDITIONS OF USE:

- The use of this vehicle is governed by the Vehicle Policy and Procedures of the Coast Youth Community Trust. A copy is available from CYC Trust office for you to read and be familiar with.
- A First Aid Kit is kept in the van. Please inform CYC Trust Administrator if you use it so it can be kept up to date.
- The vehicle is to be left clean and tidy after use. Please remember that different groups use it, and it should be ready for them to use in a clean and tidy condition.
- An extra \$50.00 fee will be charged for cleaning if necessary.
- Only the nominated driver is authorized to operate the vehicle. Any other driver will need to be authorized by a CYC Trust representative and one of these forms filled out.
- All toll and ticket fees must be paid by the user.
- **CYC Trust will invoice for the use of the vehicle, using the following calculation \$20.00 booking fee per day as well as \$1.17 per kilometer (excl. GST)**
- In the case of an accident/crash, please inform the administrator Sarah Manson on 022 657 3288 or Adam Harris (Team Leader) on 027 589 7671 as soon as practical following an incident. **Please note: The driver of the vehicle / organization hiring the vehicle is responsible for any excess in accordance with our insurance policy.**