



University
of Victoria
Campus Security
Services

REQUEST FOR RENTAL VEHICLE

Department:	Requested by: (Print Name)
Fast Account:	Authorized Signature:
Phone:	Date of Request:
Period Required: FROM _____ DATE TIME	TO _____ DATE TIME
Destination:	Purpose:
Principal Driver: (Print Name)	Driver's License Number:
Co-Driver: (Print Name)	Driver's License Number:
Gas Credit Card Required: <input type="checkbox"/> YES # _____ <input type="checkbox"/> NO	Number of Passengers:

Campus Security Services Use Only

Request received by:		Date of email confirmation:		
OUT	Date _____	Time _____	Odometer _____	Vehicle Number
IN				

CHARGES:

_____ Days @ _____ per day = _____

_____ Weeks @ _____ per week = _____

_____ Months @ _____ per month = _____

_____ KMs @ _____ per KM = _____

TOTAL _____

CONDITIONAL AGREEMENT FOR RENTAL OF MOTOR POOL VEHICLE

As the person entering into an agreement with Campus Security Services for rental of a University Motor Pool vehicle, I hereby acknowledge and accept responsibility for each of the following conditions:

1. The vehicle will not be operated by anyone other than myself unless such person has signed as co-driver below and registered their driver's licence with Campus Security Services.
2. The vehicle will be used **ONLY** for University business.
3. Passengers will be limited to University employees, other on University business and official guests. Transportation of animals is **NOT** permitted, unless a certified assistance animal.
4. I will be personally liable for traffic violations and/or criminal charges arising from my failure to obey traffic regulations and observe safe driving practices. Liability will include parking violations and photo radar tickets. I will report any such violation to Campus Security Services immediately upon return of the vehicle.
5. Any accident, however slight, in which the vehicle is involved will be reported immediately to the jurisdictional police department AND Campus Security Services at 721-7599 (24hrs).
6. The vehicle will always be left with all doors and windows locked and the emergency brake applied.
7. Smoking is not permitted inside the vehicle.
8. No alcoholic beverages will be opened or consumed in the vehicle at any time, transporting "open liquor" is an offence under the Provincial Liquor Act. I understand that I have the responsibility to evict any person(s) from the vehicle for such contravention and as well to deny entry to any person should there be reason to believe they may commit a violations of the Provincial Liquor Act or other statue.
9. The vehicle will be returned in reasonably clean condition as when received. Garbage such as papers, wrappers, pop cans etc will be removed prior to return. The cost for cleaning excessively soiled carpets or upholstery caused during the rental period will be charged to the rental department's FAST account.

By my signature below, I confirm that the above conditions have been read and I understand and accept responsibility for each one.

Driver

Date

Co-Driver

Date