

Vehicle Registration No:	
Lender:	
Borrower:	

Before Departure: Before leaving with the vehicle, complete the details below, including start odometer reading and the vehicle check list provided.

Driver:	Date:	No. of Passengers:
Start odometer:	Time:	Fuel Tank Level:
Interior of vehicle: (please circle)		
Floor	clean	dirty (comments).....
Seats & Belts	clean/Tidy	dirty/messy (comments).....
Litter	clean	messy (comments).....
Exterior of vehicle: (please circle) Washed Unwashed (comments)		
Panels: (comments, eg OK, scratched, dented. Please note down any damage to any panels and state which one, eg left front)		
.....		
.....		

Upon Return: On returning the vehicle, complete the details below, including finish odometer reading and replacement fuel litres purchased and the check list provided.

Finish odometer:	Fuel Tank Level:	Litres to refill:
Interior of bus: (please circle)		
Floor	clean	dirty (comments).....
Seats & Belts	clean/Tidy	dirty/messy (comments).....
Litter	clean	messy (comments).....
Exterior of vehicle: (please circle) Washed Unwashed (comments)		
Panels: (comments, eg OK, scratched, dented. Please note down any damage to any panels and state which one, eg left front)		
.....		
.....		
Observations: (eg running of the vehicle, general mechanical comments, tyres, key/vehicle collection, use of vehicle equipment)		
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.....		
Borrower Signature:	Print Name:	Date & Time:



Tick that you have checked the following before departing:

Vehicle Registration no: _____

- All tyres are in place, have no obvious damage and appear to be adequately inflated
- Visual check of vehicle for damage – (internal and external, any damage noted)
- The windscreen is clean
- The horn is working
- Driver's seat is adjusted to your seating position
- Water Level checked
- Oil Level checked
- Operation of indicators, lights and wipers checked
- Locate vehicle equipment eg: Fire Extinguisher, First Aid Kit.
- Log Book located and filled out (if applicable)
- All relevant paperwork is completed

Tick that you have checked the following your return:

- All tyres are in place, have no obvious damage and appear to be adequately inflated
- Visual check of vehicle for damage – (internal and external, any damage noted)
- The windscreen is clean
- The horn is working
- Water Level checked
- Oil Level checked
- Operation of indicators, lights and wipers checked
- Fire Extinguisher used Yes No
- First Aid Kit used Yes No
- All required paperwork and log book is complete.

When complete, please return this document, with the keys, to be collected by the lender on the next business day. Your invoice will be sent to you within 7 working days.

N.B. This completed document will be retained by the Getting There Network.