

# Pool Vehicle Booking Request Form - Coffs Harbour

Personal Details		
<b>Cost Centre GL Code:</b> <small>Must be 6 digits</small>	<b>3 2 0 6</b> <small>Natural Code</small>	<b>Project Code</b> (if applicable):
<b>Driver Full Name:</b>	<b>Staff/Student ID:</b>	
<b>Mobile:</b>	<b>Email:</b>	

(Optional) Secondary Driver Details	
<b>Full Name:</b>	<b>Staff/Student ID:</b>

Trip Details		
<b>Collection Date:</b>	<b>Time:</b>	<b>Length of Trip:</b> Short Trip (<4 hours) Long Trip (>4 hours)
<b>Return Date:</b>	<b>Time:</b>	
<b>Purpose of Journey:</b>		
<b>Select Vehicle Type:</b> <small>(subject to availability)</small>	Sedan                      Bus	<b>Special Requirements:</b> Roof Rack & Tow Bar

***I acknowledge, I have read the SCU Motor Vehicle Policy and completed the SCU Driver Safety Training.***

***I understand that I must comply with these policies, all road rules and applicable legislation.***

Southern Cross University requires this information to assess and process your Pool Vehicle booking application. Information on SCU's privacy guidelines include how the University manages personal information can be found at [scu.edu.au/privacy](http://scu.edu.au/privacy) or contact [privacy@scu.edu.au](mailto:privacy@scu.edu.au). Your information may be used by Hertz in accordance with the Hertz Privacy Policy. You are not legally required to provide information however you will be unable to book a vehicle if you do not provide the requested information. We will treat this information confidentially and will not use or disclose details for any purpose other than for vehicle bookings without your consent; unless required to do so by law.

<b>DRIVER SIGNATURE:</b> <small>(print name)</small>	<b>DATE:</b>	
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**Help?** All red mandatory fields must be completed in order to submit this form.

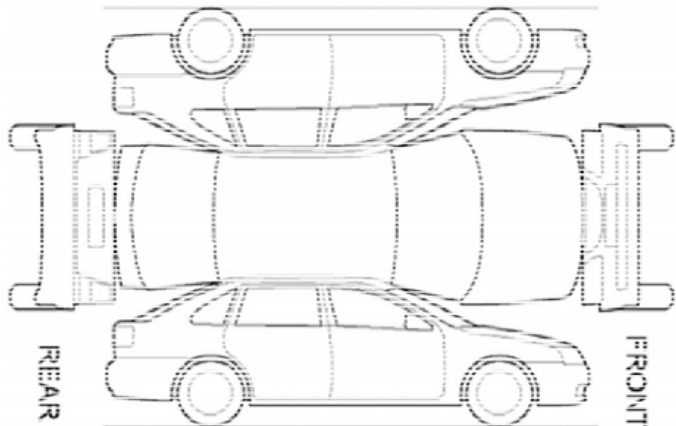
HERTZ Hire Requirements - If <b>NO</b> SCU Pool Vehicles are available you must complete this section to receive a HERTZ's vehicle.	
<b>Driver D.O.B:</b>	<b>Driver Address:</b>
<b>Return a copy of your current drivers licence front &amp; back with this form.</b>	
<b>Agreed</b>	

SCU Office Use Only				
Confirmation Email	Calendar Entry	Hertz Hire	S/Officer:	Date:
Driver Licence No: _____ State: _____ Expiry Date: _____				
Vehicle Rego: _____				

**SCU Office Use Only**

COLLECTION DETAILS		RETURN DETAILS	
<b>Date:</b>	<b>Time:</b>	<b>Date:</b>	<b>Time:</b>
<b>S/Officer:</b>		<b>S/Officer:</b>	
<b>Collection Odometer:</b>		<b>Returned Odometer:</b>	

*Identify existing damage on diagram below and notify driver of these notes before they accept the vehicle.*



Booking Notes:

Return Notes:

**POOL VEHICLE RETURN CHECKLIST TO BE COMPLETED BY SECURITY –**

<ul style="list-style-type: none"> <li>Record returned odometer</li> <li>Check vehicle for damage</li> <li>Check vehicle fuel level full</li> <li>Check windscreen washer bottle level</li> <li>Check engine oil level</li> <li>Check vehicle cleared of rubbish</li> <li>Etag attached to windscreen</li> </ul>	<ul style="list-style-type: none"> <li>Check fuel docket cleared from vehicle</li> <li>Fuel cards present:      Ampol      Shell      BP</li> <li>First Aid Kit present</li> <li>Tyre Pressure Correct</li> <li>Vehicle required washing</li> <li>Vehicle required vacuuming</li> <li>Vehicle OK and ready for hire</li> </ul>
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**Hertz Office Use Only**

<b>R/A Number:</b>	<b>Rego:</b>
<b>Vehicle kms on pickup:</b>	<b>Vehicle kms on return:</b>