



Vehicle Booking Request

Date Required: Time of Pick-up: Return Date: Return Time: For multiple bookings list subsequent dates below		Account Code: _____ <u>Charges</u> *Returned not refueled: \$100.00 *Returned unclean with minor cleaning required: \$50.00 *Returned unclean with major cleaning required: \$ Cost of detailing *Vehicle not returned to designated area: \$25.00 *Keys not returned with vehicle: \$50.00 *Keys not returned within 1 week: \$ Cost of new set of keys *Vehicle returned late with impacts to others: Cost of mileage if impacted persons must use their personal vehicles	
Vehicle/Seats Required # seats required Specific vehicle(s) requested	Vehicle List 25 pass. Bus* 11 pass. Van* 8 pass. Van (3) 7 pass. Van (2) 5 pass. Car	Destination: (Town or Campus)	Purpose:
*Vehicle Requires Class 4 license or higher			
Subsequent Request Dates		Driver Names & Contact Phone Numbers	Driver Abstracts on File YES NO If no abstracts on file please visit: https://onlinebusiness.icbc.com/cli
Please note that student trips off campus require an attendance list and safety plan to be submitted to your department administrator before departure			

CHECK LIST

1. Account Code – Vehicles will NOT be booked if no code is provided
2. Drivers MUST provide a driver's abstract before driving any College vehicles
3. Upon return, drivers agree to refuel and clean vehicle. **Departments will be charged for fuel and/or cleaning if conditions are not met.**
4. Regular hours return (8:00am – 4:00pm Weekdays): Park vehicle in the Trades parking lot in the reserved stalls along the fence, return keys & completed pre-trip checklist/return form (provided in each vehicle) to the Tool Crib.
5. After hours and weekend return: Park vehicles in the Trades parking lot, place keys & completed pre-trip/return form in Drop Box (located at rear doors to Trades building). **Departments will be charged for vehicles being returned to incorrect parking areas and/or keys not being returned.**
6. Fuel Receipt copies must be submitted to Booking Agent within 1 business day (for Carbon Neutral Reporting).

REQUESTER'S SIGNATURE: _____

DATE: _____



Booking Agent Use Only

Driver's Abstract Comments

Yes	No	Check List	Comments	Charges
		Vehicle Returned on Time		
		Vehicle Returned Clean		
		Vehicle Returned Refueled		
		Vehicle Returned to Correct Location		
		Keys Returned with Vehicle		
		Damage to Vehicle		
		Pre-Trip Completed		
		Fuel Receipt Submitted		
				<u>TOTAL</u>

Additional Comments

BOOKING AGENT SIGNATURE: _____ DATE: _____