



**Stellenbosch**

UNIVERSITY  
IYUNIVESITHI  
UNIVERSITEIT

forward together  
society, science, humanity  
saam saam toe

|                                                  |                                                          |             |
|--------------------------------------------------|----------------------------------------------------------|-------------|
| <b>TRIP COMPLETED:</b>                           | <b>AT DEPARTURE AT STELLENBOSCH:<br/>HAND IN AT GATE</b> |             |
| <b>VEHICLE POOL - TRIP CARD<br/>STELLENBOSCH</b> | <b>Registration no.:</b>                                 | <b>Key:</b> |
|                                                  | <b>Booking no.:</b>                                      |             |

Please hand keys, trip cards and petrol slips in at:

**During: 06:30 - 21:00** at the office

**During: 21:00 - 06:30** in keybox outside Vehicle Pool's gate against the wall on the eastern side

|                                        |  |              |                     |
|----------------------------------------|--|--------------|---------------------|
| Department/Division/Society/Residence: |  |              |                     |
| Driver:                                |  |              |                     |
| ID-no.:                                |  | US-no.:      | <b>Contact no.:</b> |
| Licence no.:                           |  | Expiry date: |                     |
| Depart date:                           |  | Depart time: |                     |
| Return date:                           |  | Return time: |                     |

**ACQUAINT YOURSELF WITH THE RULES BELOW**

**Please Note: Drivers MUST be in possession of a valid driver's licence.**

**Smoking in vehicle fleet vehicles and vehicle park is prohibited**

1. Ensure that the vehicle has enough fuel for the trip. Also ensure that there is a jack, wheel spanner and spare wheel in the boot of the vehicle before using the vehicle.
2. Use vehicle card in the key pouch for payment. Provide correct odo-reading to petrol attendant. Ensure 100% full tank upon return with 95 / 97 octane fuel or diesel.
3. Please ensure that the booking times are strictly adhered to. Vehicles must not be collected before the time and must be returned on time to the Vehicle Pool in Banghoek Road, Stellenbosch.
4. Vehicles must be locked at all times in reverse gear and kept clean. Vehicles kept overnight with permission must be locked in a garage.
5. Report any damage to the body of the vehicle or any shortages of tools or spare wheel, ect. before departure. If not, the person will be held liable for any damages.
6. Any damage sustained during rental must be reported to the reservaton office within 12 (twelve) hours. The user, including when hiring a driver, is responsible for the damage and an amount of R as excess will be recovered from the cost centre.
7. Should the vehicle require repairs only use registered First Auto merchants, get authorization for payment and hand in invoices when keys are returned.
8. In case you encounter any problem MON - FRIDAY (08:00 - 16:30) phone 021 808 4611, AFTER HOURS MON - FRIDAY (16:30-21:00) and WEEKENDS (06:30 - 21:00) phone 021 808 9334 and MON-SUNDAY (21:00 - 06:30) phone Campus Security at 021 808 2333 / 4891.
9. Only use G P Towing - 082 807 0901 or 083 270 4483 - OR Moses and Son Towing - 083 956 3380 - in the Western Cape in case of an accident.
10. Any deviation from the above rules may result in a fine(s). (see rules on [www0.sun.ac.za/voertuigvloot](http://www0.sun.ac.za/voertuigvloot)).
11. You as driver is personally liable for traffic violations and hereby agree to the authorised use of your personal information for redirecting traffic fines.

|                                          |           |                                                |            |           |
|------------------------------------------|-----------|------------------------------------------------|------------|-----------|
| <b>DEPART Kilometer-reading:</b>         | <b>km</b> | <b>DESTINATION:</b>                            |            |           |
| <b>RETURN Kilometer-reading:</b>         | <b>km</b> | <b>Vehicle accident report form handed in:</b> | <b>YES</b> | <b>NO</b> |
| <u>COMPLAINTS/REMARKS - AT DEPARTURE</u> |           | <u>COMPLAINTS/REMARKS - AT RETURN</u>          |            |           |
| <b>SIGNATURE of DRIVER</b>               |           | <b>SIGNATURE of DRIVER</b>                     |            |           |

|                            |                         |          |              |                     |
|----------------------------|-------------------------|----------|--------------|---------------------|
| <b>FOR OFFICE USE ONLY</b> |                         |          |              |                     |
| Cost centre:               | Type:                   | Km-rate: | Day rate:    | Half day rate:      |
| Depart time:               | Fuel full: YES / NO     |          | Return time: | Fuel full: YES / NO |
| Fine:                      |                         |          |              |                     |
| <b>NAME of OFFICIAL</b>    | <b>NAME of OFFICIAL</b> |          |              |                     |