**Please allow 14 days for your application to be reviewed.**

Hiring the vehicles will cost 50p per mile and £10 per each day of hire.

|  |  |
| --- | --- |
| Date of Application |  |
| Group Name |  |
| Event Name |  |
| Key pick up Date & Time |  |  |
| Key drop off Date & Time |  |  |

# Driver Details

|  |  |
| --- | --- |
| Name |  |
| Committee Position ifapplicable |  |
| Phone No. |  |
| Email address |  |
| Have you completed adriver application form? | **Yes / No** |
| Have you declared all driving convictions in thepast 5 years? | **Yes / No** |
| Have you declared all driving accidents & claimsin the past 5 years? | **Yes / No** |
| Signature |  |

**Please be aware that any fines / driving violations received whilst the vehicle is in use are**

**the driver’s responsibility (e.g. speeding fine or driving in a bus lane fine and parking fines)**

# Committee Approval (if applicable)

Must be president or treasurer for societies. This cannot be the same person as driver. For use by SU staff member, relevant line manager approval

**Internal Office Use**

Budget Holder Approval (SI Manager for society use)

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Phone No. |  |
| Email address |  |
| Signature |  |

|  |  |
| --- | --- |
| Budget Code |  |
| Name |  |
| Signature |  |

# Vehicle requested

Please include a detailed breakdown of your journey, including all planned stops / destinations, and the miles between them.

|  |  |  |
| --- | --- | --- |
| **Destination name** | **Postcode** | **Miles from previous stop** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

**Please also attach a screenshot of the full route on google maps (including returning the Vehicle to the SU) to this application.**

|  |  |
| --- | --- |
| **How many people will directly benefit from use of the vehicle?** |  |
| **Why are you going? E.g. for an event / conference, transporting equipment** |  |
| **Is there suitable parking at your destination / have you got any required parking permits for where you are going?** |  |
| **Additional Information – If necessary please give any additional information about your application** |  |

**Once complete, please submit your application via email to** **student.involvement@solent.ac.uk**

By signing below, you are confirming that you have read and understood this agreement.

 **Signature Date**