

Vehicle Hire Form

About your application Part 1

Please allow 14 days for your application to be reviewed.

Hiring the vehicles will cost 40p per mile.

Date of Application		
Society / Group Name		
Event Name		
Pick up Date & Time		
Drop off Date & Time		

Please note pick up date & times need to be between 10am – 4pm Monday to Friday.

Please tick the vehicles you would like to hire

9 seater Vauxhall Vivaro (4 seater during Covid 19 restrictions)	<input type="checkbox"/>
7 seater Vauxhall Zafira (3 seater during Covid restrictions)	<input type="checkbox"/>

Driver Details

Name	
Committee Position if applicable	
Phone No.	
Email address	
Have you completed a driver application form?	Yes / No
Have you declared all driving convictions in the past 5 years?	Yes / No
Have you declared all driving accidents & claims in 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)

By completing this form you are creating a contract with Solent Students' Union as a driver.

In fulfilling our obligations under this contract to ensure driver safety, comply with insurance and driver permit conditions and undertaking data analysis we will process your data and the data provided by Solent University to form our central student records. In the case of any incident Solent Students' Union will share carefully considered data with public authorities and our insurers (Endsleigh Limited) for the purposes of investigation and claims management. Full information on our data processing please view our Student Data Protection Statement at www.solentsu.co.uk/privacy

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Committee Approval

Must be president or treasurer for societies. cannot be same person as driver.
For SU use approval must be the relevant line manager

Name	
Position	
Phone No.	
Email address	
Signature	

Internal Office Use

Budget Holder Approval (SI Manager for society use)

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.

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Further information Part 2

How many members will directly benefit from use of the vehicle?

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Why are you going? E.g. for an event / conference, transporting equipment

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How will use of the vehicle benefit your society members and / or Solent students in general in the short, medium and long term?

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Is there suitable parking at your destination / have you got any required parking permits for where you are going?

Please describe the parking available at the location. If you are travelling through London you are also responsible for paying the congestion charge.

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Additional Information – If necessary please give any additional information about your application below

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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

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