Department of Civil Engineering
Vehicle Pre-Reservation & Authorization Form

INSTRUCTIONS FOR THE USE OF DEPARTMENT VAN AND TRUCK:

- *Please complete the (*) areas before forwarding an electronic copy to info@civil.ubc.ca .*
- *Attach a copy of your drivers abstract which can be downloaded at https://onlinebusiness.icbc.com/clio/*
- *Note that email approval from your Supervisor/Lab Manager is required before keys will be given out.*
- *Note that you will be required to review, sign and date the Safety Protocol on the reverse of this form before keys will be given out.*
- *Multiple full-day use of vehicles is only permissible to eligible drivers aged 25 and older. Additional daily rates will apply, in addition to mileage (see below)*

* Vehicle Being Used	☐ Ford Pick-Up (Silver)	☐ Ford Pick-Up (Red – Std.)	☐ Civil Van ☐ Toyota Tundra Pick-Up
* Time Required:		* Time Returned:	
*** Supervisor Name**		☐	* Email Approval Attached
*** Lab Managers**	dhudniuk@civil.ubc.ca **(in his absence : scottj@civil.ubc.ca)**	☐	* Email Approval Attached

* Driver's Name		* Driver's License	
* Contact No.		* Email	
* Date(s) Required		* Speed Chart/Acct. Number	
*** Purpose**			

Multiple full-day Rates - full day is defined as 5 or more hours

☐ *1 Day: no surcharge (mileage only)*
☐ *2 Days: $30 per day plus mileage*
☐ *3 Days: $40 per day plus mileage*
☐ *4 or more Days: $50 per day plus mileage*

The daily surcharge applies to multiple contiguous days usage as well as prescheduled multiple separate days per month; e.g., 1 day per week = 4 days per month = $50 per day.

MILEAGE OUT	MILEAGE IN	
KM	**KM**	• *Ensure that you **record the vehicle's mileage at the beginning/end of vehicle use.** If this is not noted correctly, your account may be overcharged for mileage.* • *If you experienced any problems with the van or truck (e.g. squeaky brakes) or any damage, please report them to the office when you return this form and the vehicle keys.*

☐ Tank is ½ full or more	Initial here:	☐ Vehicle is clean and in good condition	Initial here:

THERE WILL BE A CHARGE OF $50.00 TO THE ABOVE ACCOUNT
IF THE VEHICLE IS RETURNED WITH THE GAS TANK LESS THAN ½ FULL.
IF THE GAS TANK IS LESS THAN ½ FULL AT THE START OF YOUR BOOKING, PLEASE INFORM FRONT DESK BEFORE LEAVING CAMPUS TO AVOID INCURRING THE $50 CHARGE

Note: If the tank is ½ full or less, please use the vehicle Purchase Card attached to the key chain to refill. Upon return of the vehicle and the keys, attach the receipt to this form.

Department of Civil Engineering
Vehicle Pre-Reservation & Authorization Form

Eligibility to Drive a Department Vehicle

Any person requesting to drive a Department vehicle must have a valid class 5 BC driver's license, or the equivalent license from outside BC, and must be currently permitted to drive in BC. Please note learner's and novice license holders (L and N) are not permitted to drive the vehicles under any circumstances. Drivers will be required to sign the Driver's Safety Protocol on the second page of the Vehicle Authorization form to confirm their eligibility to drive the vehicles. Drivers with more than 3 demerits, suspended license, or other serious convictions including dangerous driving, stunting or impaired driving, are not eligible.

Civil Engineering Driver's Safety Protocol

The University has instituted a Driver's Safety Protocol for all University faculty, staff, students and volunteers who operate or ride in a vehicle that is owned, rented, or leased in the name of the University for the purposes of University business.

All individuals who operate or ride in a University vehicle are expected to uphold the University's reputation by adhering to all applicable federal, provincial, and municipal regulations and bylaws.

In addition, all users of Civil Engineering vehicles must:

1) Ensure he/she holds a valid BC class 5 driver's license.
2) Conduct risk assessment prior to trip (Check www.drivebc.ca for road conditions).
3) Follow all "rules of the road", as defined by the Motor Vehicle Act and Regulations.
4) Operate the vehicle in a safe and courteous manner.
5) Pay penalties and fines imposed by law relating to traffic violations or other infractions.
6) Operate the vehicle with the headlights on at all times.
7) Ensure that all passengers wear their seat belts at all times.
8) ***NOT*** operate a motor vehicle after consuming alcohol or other substances (including prescription and non-prescription medications that could legally impair the driver's alertness and judgment).
9) ***NOT*** use a portable hand held electronic device while operating the vehicle.
10) ***NOT*** program or adjust a GPS system while operating the vehicle.
11) ***NOT*** smoke in the vehicle.
12) Report all collisions/incidents.
13) Ensure that the vehicle is cleaned after each use.
14) Ensure vehicle is secured and locked at all times when not in use.

Failure to comply may result in additional charges and/or a refusal of future vehicle rental requests.
(This statement and signature should be included on the backside of the tear-off part from the front of the form)

I have read, understand, and will adhere to the Civil Engineering Driver's Safety Protocol.

NAME _____

SIGNATURE _____

DATE _____