By arrangement, Kyeema may allow the use of vehicles by community not for profit groups.

Proposed drivers must be fully licenced and Kyeema must obtain a copy of the drivers licence.

|  |  |
| --- | --- |
| User group |  |
| Driver/s |  |

Duration of vehicle use (hours/days)

Date and time required

Date and time due to return:

Vehicle Required:

Driver’s licence/s recorded?

In the event of vehicle accident by the community group, Kyeema will not be liable for the insurance excess.

I approve / do not approve the use of the above vehicle by a community group as above.

Manager’s Signature:

Date:

**THIS FORM MUST BE COMPLETED BEFORE USE OF VEHICLE AND SAVED IN A VEHICLE FILE**