**Travel and Fleet Pool Car Booking Form**

Please ensure you complete all sections and submit this form in a timely manner to improve the chance of vehicle availability or to allow for any issues preventing a booking to be resolved. Please email this form to [travelandfleet@aber.ac.uk](mailto:travelandfleet@aber.ac.uk), you will receive an email from the Travel and Fleet section to confirm or deny your vehicle booking.

**Applicant details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Full name: |  | University email: |  |
| Staff number: |  | Department: |  |
| Works order number: |  |  |  |

**Request details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Collection date: |  | Return date: |  |
| Collection time: |  | Return time: |  |
| Destination/s |  | Reason for journey: |  |

**Information and terms:**

Congestion Charge, Ultra Low Emission Zone (ULEZ) and Clean Air Zones (CAZ) Pool cars may be subject to the Congestion Charge and ULEZ when travelling through parts of London. For further information on the charging zones, daily charges, and how to pay. [Visit Check your vehicle (tfl.gov.uk)](https://tfl.gov.uk/modes/driving/check-your-vehicle/)

Pool cars may be subject to the CAZ when travelling through parts of Bath, Birmingham, Bradford, Bristol, Sheffield, Tyneside (Newcastle and Gateshead), Greater Manchester and Portsmouth. For an up-to-date list of all cities, information on charges, daily charges, and how to pay. <https://www.gov.uk/clean-air-zones>

Always plan and research your journey well in advance, where applicable pre-pay the daily charge to avoid the issuing of a PCN (Penalty Charge Notice).

Fuelling When returning a pool vehicle, it must be filled full of Diesel fuel only. The fuel card for this vehicle will only be accepted at Texaco and certain garages. A full list of garages can be found at [E-Route Online - Fastfuel UK (erouteonline.com).](https://www.erouteonline.com/v7/fastfueluk/) Always check with the garage before fuelling, if unsure.

Usage You must be an Aberystwyth University authorised or combined authorised driver to loan a pool vehicle. In loaning this vehicle, it is to be used solely for the purpose of work-related journeys only. Any personal use or non-work-related journeys may invalidate the terms of the University’s motor vehicle insurance policy. Any instances of non-compliance or whereby this has not been adhered to fully, may result in future pool car bookings being declined. All road breakdowns are to be reported to Logistics UK, contact number can be found in the pool car. If a pool vehicle incurs any damage whilst being driven or parked, Travel and Fleet must be notified upon return of the vehicle.

**Declaration:** I will declare to the Travel and Fleet section **immediately** of any change in the above information and agree to comply with the University driver policy and driver handbook whilst in receipt of a pool car. Additionally, I can confirm that the DVLA (if applicable) are informed of any current notifiable medical condition/s that may affect my ability to drive, (<https://www.gov.uk/health-conditions-and-driving/>) and that any stipulated conditions are complied with.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_