

# Company Vehicle Request Form

Pool car booking: use this form to book a company car for a business trip. Submit it at least [24 hours] before the trip, one form per trip.

|                 |  |
|-----------------|--|
| Request no.     |  |
| Date of request |  |

## A Requester

|            |  |                    |  |
|------------|--|--------------------|--|
| Name       |  | Employee ID        |  |
| Department |  | Mobile / extension |  |
| Email      |  | Line manager       |  |

## B Trip

|                         |                                                                                                                                                                                                                                                                                                                               |                            |                                                                                            |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------|
| Date out                |                                                                                                                                                                                                                                                                                                                               | Time out                   |                                                                                            |
| Date back               |                                                                                                                                                                                                                                                                                                                               | Time back                  |                                                                                            |
| Pick-up point           |                                                                                                                                                                                                                                                                                                                               | Passengers (number)        |                                                                                            |
| Destination(s)          |                                                                                                                                                                                                                                                                                                                               |                            |                                                                                            |
| Emirates on the route   | <input type="checkbox"/> Dubai <input type="checkbox"/> Abu Dhabi <input type="checkbox"/> Sharjah <input type="checkbox"/> Ajman <input type="checkbox"/> Umm Al Quwain <input type="checkbox"/> Ras Al Khaimah <input type="checkbox"/> Fujairah <input type="checkbox"/> Outside the UAE (needs separate written approval) |                            |                                                                                            |
| Purpose                 | <input type="checkbox"/> Client meeting <input type="checkbox"/> Site or project visit <input type="checkbox"/> Delivery or collection <input type="checkbox"/> Airport <input type="checkbox"/> Training or event <input type="checkbox"/> Other: _____                                                                      |                            |                                                                                            |
| Estimated distance (km) |                                                                                                                                                                                                                                                                                                                               | Salik or Darb on the route | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure |

## C Vehicle needed

|               |                                                                                                                                                                                                                                           |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type          | <input type="checkbox"/> Sedan <input type="checkbox"/> SUV <input type="checkbox"/> Pick-up <input type="checkbox"/> Van <input type="checkbox"/> 7-seater <input type="checkbox"/> Electric (EV) <input type="checkbox"/> Any available |
| Special needs |                                                                                                                                                                                                                                           |

## D Driver

|                              |                                                                                                  |                |  |
|------------------------------|--------------------------------------------------------------------------------------------------|----------------|--|
| Who will drive               | <input type="checkbox"/> The requester <input type="checkbox"/> Another employee (fill in below) |                |  |
| Driver name                  |                                                                                                  | Employee ID    |  |
| UAE driving licence no.      |                                                                                                  | Licence expiry |  |
| Licence check (fleet office) | <input type="checkbox"/> Valid licence seen Name and date: _____                                 |                |  |

## E Driver declaration

I hold a valid UAE driving licence for this vehicle. I will drive only the booked vehicle in the booked time, follow the company vehicle policy and UAE traffic law, return the car clean with at least [half] a tank, and report any damage, accident or warning light at once. I understand that traffic fines, black points, Salik and Darb tolls and parking during this booking are recorded against this booking and handled per company policy and applicable UAE law.

|                  |  |      |  |
|------------------|--|------|--|
| Driver signature |  | Date |  |
|------------------|--|------|--|

## F Approval (line manager)

|          |                                                                                       |                    |  |
|----------|---------------------------------------------------------------------------------------|--------------------|--|
| Decision | <input type="checkbox"/> Approved <input type="checkbox"/> Not approved Reason: _____ |                    |  |
| Name     |                                                                                       | Signature and date |  |

## G Fleet office use

|                               |                                                                                                                |                              |                                                                                                                |
|-------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------|
| Vehicle (make and model)      |                                                                                                                | Plate: emirate, code, number |                                                                                                                |
| No overlapping booking        | <input type="checkbox"/> Checked                                                                               | Booking ref.                 |                                                                                                                |
| Key or card issued (time, by) |                                                                                                                | Odometer out (km)            |                                                                                                                |
| Fuel out                      | <input type="checkbox"/> ¼ <input type="checkbox"/> ½ <input type="checkbox"/> ¾ <input type="checkbox"/> Full | Returned (date, time)        |                                                                                                                |
| Odometer in (km)              |                                                                                                                | Fuel in                      | <input type="checkbox"/> ¼ <input type="checkbox"/> ½ <input type="checkbox"/> ¾ <input type="checkbox"/> Full |
| Distance (km)                 |                                                                                                                | Received by                  |                                                                                                                |
| Damage at return              | <input type="checkbox"/> No <input type="checkbox"/> Yes: handover form / damage report no. _____              |                              |                                                                                                                |

## Pool Car Booking Sheet

Keep one sheet per week at the fleet office. Before you confirm a booking, check that the same vehicle has no other booking with overlapping times.

|           |  |
|-----------|--|
| Week from |  |
| to        |  |

[illegible]

Tip: when a fine or a Salik or Darb charge arrives, the booking with the same vehicle and a time window that covers the time on the notice shows who had the car.