Checklist for vehicles booked through a hire car company

- Is it ABSOLUTELY NECESSARY to book a hire car? Is the insured Departmental fleet a viable option?

If not, the individual hiring the vehicle should be aware that:

- The vehicle must be hired through a licensed company
- Comprehensive insurance (or the local equivalent if hired internationally) MUST be taken out for the hire vehicle. It is the individuals’ responsibility to check that comprehensive insurance is in place.
- The individual must read the rental company’s terms and conditions carefully, especially the conditions of license requirements and where a car can/ cannot be driven (usually available online)
- If after reading the terms and conditions, written permission for vehicle use (e.g. on particular roads) by the hire company are required the individual must organise them themselves
- All drivers should be listed with the hire car company as AUTHORISED DRIVERS and their licenses checked by the company upon pick up of the vehicle
- If hiring a 4WD vehicle or a larger, more unfamiliar vehicle, it is recommended the driver see the vehicle manager or relevant fieldwork manager for a safety briefing and potentially a vehicle induction, case and experience dependant.