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 a hire vehicle is deemed necessary, the individual hiring the vehicle should be aware that:

➢ The vehicle must be hired through a licensed company (see Biology admin for preferred companies).

➢ 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 is required the individual must organise this 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.

➢ All drivers must see Tarun Rajan (9850 8149 or tarun.rajan@mq.edu.au) for a vehicle induction prior to driving hire vehicles as well as Departmental fleet vehicles.