

## CVA RENTAL REQUEST FORM

### SECTION A

#### 1. IMPORTANT NOTES:

- a. Please submit this form for review at least 7 days prior to the desired rental date.
- b. Employees' managers or supervisors must approve the proper use of a rental vehicle by completing this form in full and submitting it for further approval to: [facilities@saskdlc.ca](mailto:facilities@saskdlc.ca).
- c. Employees requesting a CVA rental vehicle must read and acknowledge the policies and procedures in Section B of this form before submitting it for further approval.

2. EMPLOYEE INFORMATION	
<b>Last Name:</b>	<b>First Name:</b>
<b>Phone Number:</b>	<b>Email Address:</b>
<b>Employee Job Title:</b>	<b>Employee Number:</b>

3. RENTAL DETAILS	
<b>Vehicle Pickup Date:</b>	<b>Vehicle Return Date:</b>
<b>Destination:</b>	<b>Location pick-up/drop off:</b>
<b>Number of Passengers:</b>	
<b>Reason for Rental:</b>	

4. APPROVAL DETAILS	
<b>Manager/Supervisor Name:</b>	
<b>Manager/ Supervisor Title:</b>	
<b>Manager/Supervisor Signature</b>	
<b>Date:</b>	



## SECTION B

### 1. CVA RENTAL VEHICLE POLICIES AND PROCEDURES

- a. A copy of a valid driver's license is required for all rental vehicle users. Email a copy of your driver's license to: [facilities@saskdlc.ca](mailto:facilities@saskdlc.ca).
- b. Sask DLC employees are responsible for maintaining the cleanliness and proper care of the rented vehicle during the rental period.
- c. Any damages or issues that arise while using the vehicle must be reported promptly to the Sask DLC Supervisor of Facilities or their designate. Failure to report damages or issues will result in the immediate termination of vehicle rental privileges.
- d. All rental vehicles are equipped with GPS tracking devices. Tampering with or damaging these devices will result in immediate termination of vehicle rental privileges.
- e. Sask DLC will provide a CVA card for fuel expenses during the rental period.
- f. Employees must submit accurate records of fuel expenses and any other authorized expenditures.
- g. The rental vehicle must be returned to the drop-off location with at least three-quarters of the gas tank full.
- h. Failure to follow Sask DLC's Vehicle Rental Policy will result in the revocation of rental privileges.

### 2. ACKNOWLEDGEMENT

I hereby acknowledge that I have read, understood and agreed to all the policies and procedures listed above.

### 3. EMPLOYEE'S SIGNATURE

<b>Employee's Signature</b>	
<b>Date</b>	

## SECTION C

1. FACILITIES USE ONLY	
<b>Driver's License on File:</b>	<b>Approval Status:</b>
<b>Reasoning/Vehicle Assigned:</b>	
<b>Mileage at pick-up:</b>	<b>Mileage at drop off:</b>
<b>Facilitator's Signature</b>	
<b>Date</b>	