

**UL Wolves driver’s policy and procedures**

* Daily check and Defect Book (small book) to be filled in each time you use the vehicle
* Regular UL Wolves checklist book to also be filled in *fully* each time vehicle is used
* Report any Defects to Karen as soon as you notice it. Take pictures if necessary.
* If you cause any damage, report it to Karen immediately. The Club or Society will then pay for the damage done. Not reporting it will result in suspension of vehicle usage.
* If you don’t show to collect the keys when you have a booking, or return the keys late with no notification to Karen, your next booking will be cancelled.
* All bookings are subject to cancellation if any of the policies are broken or if the vehicle needs to undergo work.

***Checklist and defect book training completed by Nessans’ School of Motoring?***

*Nessans’ staff member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signed:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Do you understand all policies and procedures for the vehicles?***

*Signed (Driver): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*