

Vehicle Booking Form

The Namibian Chamber of Environment has acquired three used 4x4 Toyota Hilux double cab bakkies in good condition thanks to a generous donation from B2Gold Namibia. The vehicles are for the non-commercial use of NCE Members on short to medium term loan (days to weeks, not months or years!) for environmental, conservation and research work.

To book a vehicle, please complete this form and send it to Henriette at admin@n-c-e.org as early as possible, but at least 2 weeks prior to the date of use. The vehicles are available on a first-come first-served basis. Guidance on general conditions, costs and usage is provided at the end of this Form.

NCE Member Organization booking the Vehicle	
Person in Organization (must be at management level) authorizing the application for a NCE vehicle	Name of person in Organization authorizing this application:
	Position of person in organization:
	Cell:
	E-mail:
Collection of vehicle	Date:
	Time:
Return of vehicle	Date:
	Time:
Purpose of use	
Geographic location(s) of travelling and estimate on distance	
Details of authorized driver(s)	Driver's Full Name:
	Nationality and ID / passport No:
	Driver's valid Namibian License number:
	Driver's license type:

Important documents that should be attached together with this form

- ✓ Copies of authorized driver's license(s)
- ✓ Identification (Passport or ID)

Important information to note:

General Conditions

- ✓ The NCE vehicle is strictly for use by an NCE Member organisation for official non-commercial work.
- ✓ The vehicle remains the property of the NCE and shall be managed according to the information outlined in this document.
- ✓ The driver shall ensure that all laws, safety procedures and good road etiquette are always adhered to. Unless indicated to the contrary, the maximum speed on all rural main (tarred) roads is 120 km/hr, gravel roads is 80 km/hr, and in urban areas, rural villages and near schools is 60 km/hr. But ultimately, the onus is on the driver to select the correct speed for the prevailing circumstances.
- ✓ When not in use, the user shall ensure that the vehicle is stored at a safe place.
- ✓ Only authorized drivers may drive the vehicle.
- ✓ An up-to-date logbook is to be kept. A logbook is provided in each vehicle.
- ✓ Daily checks must be done (e.g. water, oil, break and clutch fluid levels, tyre pressures)
- ✓ Any damage or obvious defects to the vehicle must be reported to the NCE immediately.
- ✓ Any damage that is not reported immediately will be the liability of the user.
- ✓ No lifts may be given to people not involved with the work of the organization.
- ✓ All passengers in the vehicle must complete and sign Indemnity Forms which must be held by the Member Organization and provided to the NCE on request. If the Member Organization has their own Indemnity Form

Costs

- ✓ The user is responsible for fuel, oil, brake, clutch and power-steering fluid, and related running costs.
- ✓ The vehicle will be provided with a full tank of fuel. Vehicles must be returned with a full tank of fuel.
- ✓ The NCE is responsible for insurance of the vehicle and for payment of premiums and annual license renewal.
- ✓ The NCE shall be responsible for maintenance and general up-keep of the vehicle.
- ✓ The NCE shall be responsible for any costs that can be attributed to mechanical failure due to normal usage for which the vehicle was designed.
- ✓ The user is to contact the NCE if such a mechanical failure should occur to obtain authorization to have repairs carried out as soon as possible.
- ✓ The user is responsible for all fees and fines (including, but not limited to, speeding tickets, parking tickets, etc.) relating to use of the vehicle.

Accidents

- ✓ Any accidents must be reported to the police (immediately) and NCE (within 24 hours).
- ✓ The user is responsible for the basic excess on the insurance policy in the event of an accident or damage to the vehicle, at the fault of the user or upon negligent or reckless driving.
- ✓ If the NCE's insurer refuses to meet a claim as a result of any action by the user allowing the insurer to void the claim (e.g. drunk driving, invalid license, negligence) then the user shall be responsible for the claim, or claims, in its, or their, entirety.

Liability

- ✓ Neither the NCE nor any donor(s) to the NCE shall be liable to the user or to any member of the user's staff, board, family or volunteers or any other person for any loss, liability, damage, injury or death of whatsoever nature, nor anything arising in relation (indirectly or directly) to the use of this vehicle.
- ✓ The NCE and any donors to the NCE are indemnified against and rendered harmless regarding any claims for any loss, liability, damage, injury or death which may be instituted against the NCE and all donors to the NCE in this regard.

I certify that I have read, understood, and agreed to the terms and conditions as set forth herein.

On behalf of the Organization (management level person)

Name:
.....
Signature

Position: Date:

The driver

Name:
.....
Signature

Position: Date:

Checked by NCE Office Manager:
.....
Signature Date

Approved by NCE CEO:
.....
Signature Date

Indemnity Agreement

This Indemnity Agreement (this "Agreement") is made on this _____ day of _____, 20_____
(the "Effective Date") by and between:

NCE Member Organization (fill in name), driver and Namibian Chamber of Environment (Indemnitors):

Name of NCE Member Organization: _____

Full name of driver: _____; _____ And
Driver's Signature

Passenger(s) traveling in the vehicle (Indemnitee(s)) – see full names, IDs and signatures below

1. Indemnification. To the extent permitted by law, Indemnitor will indemnify, defend and hold harmless Indemnitee from any and all claims, actions, liabilities, suits, injuries, demands, obligations, losses, settlements, judgments, damages, fines, penalties, costs and expenses, including attorney's fees and other expenses, (collectively, a "Claim") arising out of or relating to any incident or accident that might occur, for whatever reason or omission and through whatever fault, while travelling in, or during the course of a trip in, motor vehicle:

Toyota Hilux 4x4 double cab, white, Registration: _____

2. Exceptions. Indemnitor's obligation to indemnify, defend and hold harmless Indemnitee shall not extend to any Claim arising from the sole negligence or willful misconduct of Indemnitee.

3. Entire Agreement. This Agreement contains the entire understanding between the Parties and supersedes and cancels all prior agreements of the Parties, whether oral or written, with respect to the subject matter.

IN WITNESS WHEREOF, this Agreement has been executed and delivered as of the date written above.

Passenger 1 Signature

Passenger 1 Full Name & ID

Passenger 2 Signature

Passenger 2 Full Name & ID

Passenger 3 Signature

Passenger 3 Full Name & ID