



UNIVERSITY OF CAMBRIDGE
SCHOOL OF BIOLOGICAL SCIENCES

Vehicle booking form

Please use this form when booking vehicles from the central pool. Please ensure details are entered correctly and that the vehicle driver details are with the Fleet Manager.

Name	
Email	
Telephone No.	
Department:	
Date(s) required:	
Time required from:	
Time required until:	
Reason for requiring a vehicle:	
Which vehicle required:	
Driver name*:	
Special Instructions**:	

* Your driver must have submitted their details to the Fleet Manager prior to booking. It is important that you notify us of any changes to your licence status at the time of booking.

** Is your vehicle going to be carrying hazardous material? If so please list all relevant details in here.