

# Pick up / drop off report



We want to ensure Owners and Guests have the best possible experience when renting through Highway. To make certain Guests have a comprehensive understanding of how the Motorhome works before they head off on their adventure and to ensure both Owners and Guests agree as to the condition of the vehicle it is essential that each step of this report is completed prior to guests departing after pick up and when the vehicle is returned.

## VEHICLE DETAILS

Owners Name

Vehicle Registration

## WELCOME GUESTS

Recognizing that some of your guests will have travelled long distances before they arrive to pick up the Motorhome it would be great hospitality to offer them the use of a bathroom and/or offer them a drink.

## RE/CONFIRM TRAVEL DETAILS

Pick up date / / Time

Drop off date / / Time

Intended travel plans

Owner to make suggestions and provide advice based upon intended travel plans

## RE/CONFIRM GUEST CONTACT DETAILS (whilst travelling)

Mobile Number

Email Address

## SIGHT VALID DRIVERS LICENSE FOR ALL DRIVERS (must be translated into English)

If a Guest does not have a translated license with them, please contact Highway and we will arrange to have the license translated for them. If they do not have their license at all unfortunately they are unable to legally drive the vehicle until they produce a valid license.

## HOW DOES THE VEHICLE WORK?

It is important that you take the time to show your Guest how all the bits and pieces on your Motorhome works. Taking the time now will help your guest enjoy their holiday and reduce the number of questions they may subsequently have. Use the 'Handy Hints' sheet as a support document.

Waste Water

Fuel

Electrical

Warning Lights

Gear Box

Braking System

Oven / Stove / Microwave

Fresh Water

Toilet

Heating

Bathroom / Toilet

TV / DVD / Satellite

Other

## VEHICLE CHECKLIST

	Good	Issue	Notes
Windscreen Any cracks	<input type="checkbox"/>	<input type="checkbox"/>	Note
Tyres Good tread and pressure	<input type="checkbox"/>	<input type="checkbox"/>	Note
Lights All working	<input type="checkbox"/>	<input type="checkbox"/>	Note
Wipers Blades in good condition	<input type="checkbox"/>	<input type="checkbox"/>	Note
Spare Wheel In place and good tread	<input type="checkbox"/>	<input type="checkbox"/>	Note
Awning In good condition	<input type="checkbox"/>	<input type="checkbox"/>	Note
Gas Bottle In place and fill	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Fuel Cap In place	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Water Cap In place	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Toilet is empty	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Grey water is empty	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Water Hose In place	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
General exterior cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	Note
Carpet/Lino Clean, Any rips	<input type="checkbox"/>	<input type="checkbox"/>	Note
Upholstery Clean, Any rips	<input type="checkbox"/>	<input type="checkbox"/>	Note
Blinds Clean, working, Any rips	<input type="checkbox"/>	<input type="checkbox"/>	Note
Fridge Working, Clean	<input type="checkbox"/>	<input type="checkbox"/>	Note
Oven Working, Clean	<input type="checkbox"/>	<input type="checkbox"/>	Note
Stove Top Working, Clean	<input type="checkbox"/>	<input type="checkbox"/>	Note
Microwave Working, Clean	<input type="checkbox"/>	<input type="checkbox"/>	Note
AC/Heating	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
TV/DVD Working	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Fire Extinguisher In Place	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
First aid Kit In Place	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Kitchen accessories In Place, Clean	<input type="checkbox"/>	<input type="checkbox"/>	Note
Laundry/Blankets Clean, Any rips	<input type="checkbox"/>	<input type="checkbox"/>	Note
General interior cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	Note

## PICK UP AND DROP OFF

Fuel tank is full	<input type="checkbox"/> Pick Up	<input type="checkbox"/> Drop Off
Toilet tank is empty	<input type="checkbox"/> Pick Up	<input type="checkbox"/> Drop Off
Waste water tank is closed	<input type="checkbox"/> Pick Up	<input type="checkbox"/> Drop Off
Kilometres (Pick Up)		
Kilometres (Drop Off)		
There are sufficient Kilometres on the RUC licence	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## SIGNED ON PICK UP

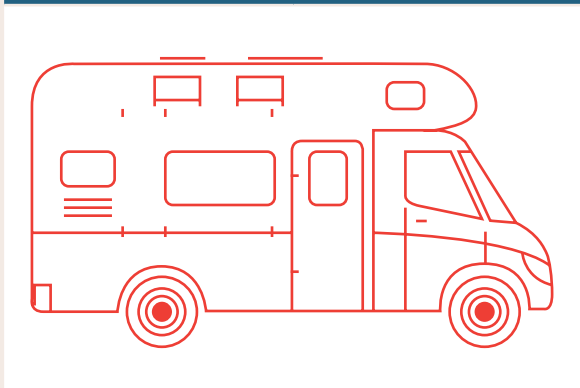
Owner \_\_\_\_\_ Guest \_\_\_\_\_

## SIGNED ON DROP OFF

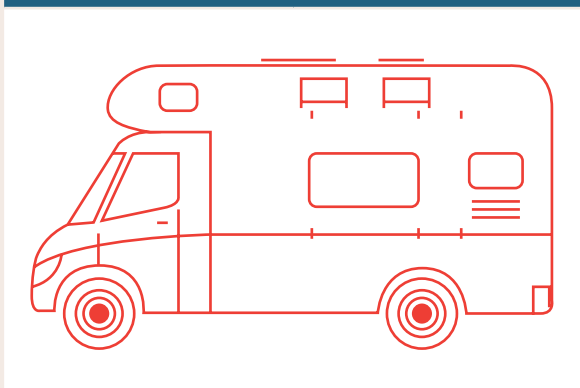
Owner \_\_\_\_\_ Guest \_\_\_\_\_

Please ensure the owner returns the signed Pick up / Drop off report to mighway within 2 working days of the vehicle being dropped off. Please either email a scanned copy to [customer-care@mighway.com](mailto:customer-care@mighway.com) or use one of the postage paid self addressed envelopes provided.

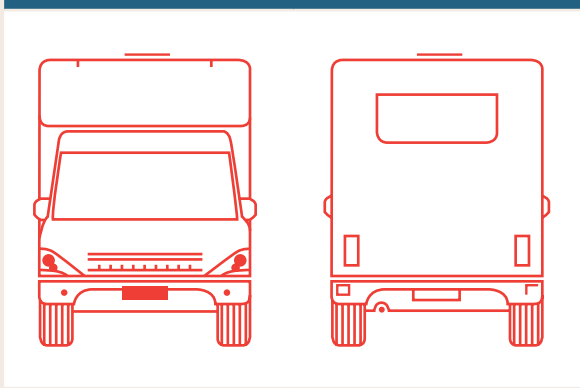
## RIGHT SIDE DAMAGE CHECK



## LEFT SIDE DAMAGE CHECK



## FRONT BACK



0 = Dent    - = Scratch    X = Chip  
 ∅ = Scuff    ∴ = Stone Chips

## TIPS AND RECOMMENDATIONS

Share the Tips and Recommendations booklet that the owner has compiled.