

Pick up / drop off report



We want to ensure Owners and Guests have the best possible experience when renting through Highway. We want to ensure that Guests have a comprehensive understanding of how the Motorhome works before they head off on their adventure. 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.

We recommend using a different coloured pen for marking items at pick and drop off to make this clear.

VEHICLE DETAILS

Owner's 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

Guest Name

Pick up date

Time

Drop off date / /

Time

Intended travel plans / Additional Notes

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 your guest does not hold a New Zealand Drivers License, they will need to provide a valid National Drivers License with an International Drivers License or a National Drivers License accompanied by a translated version in English before they can legally drive in New Zealand. If a guest does not have a translated license, please contact us for further assistance.

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 work. Taking the time now will help your guest enjoy their holiday by getting to know your motorhome.

Use the 'Quick Reference Vehicle User Guide' 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

Awning

Step

LPG

Reverse Camera

Other

Remind guests what they need to do before returning the vehicle.

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 full	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note
Fuel Cap In place	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note
Water Cap In place	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note
Toilet is empty	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note
Grey water is empty	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note
Water Hose In place	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note
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	Note
TV/DVD Working	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note
Fire Extinguisher In Place	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note
First aid kit In Place	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Note
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 (Pick Up)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fuel tank is full (Drop Off) *If not, what is the fuel tank level?		
	<input type="checkbox"/> Empty *	<input type="checkbox"/> 1/4* <input type="checkbox"/> 1/2* <input type="checkbox"/> 3/4* <input type="checkbox"/> Full
Toilet tank is empty	<input type="checkbox"/> Pick Up	<input type="checkbox"/> Drop Off
Waste water tank is empty	<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
Fuel Type	<input type="checkbox"/> Petrol	<input type="checkbox"/> Diesel

Reminder, a Road User Charge (RUC) fee will apply for diesel vehicles.

SIGNED ON PICK UP

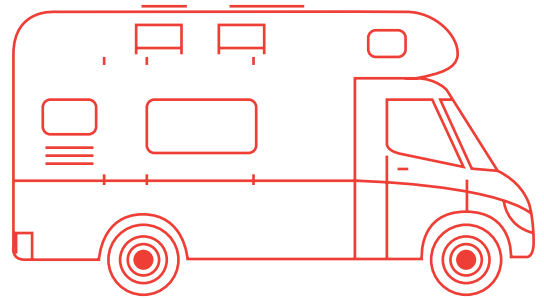
Owner _____ Guest _____

SIGNED ON DROP OFF

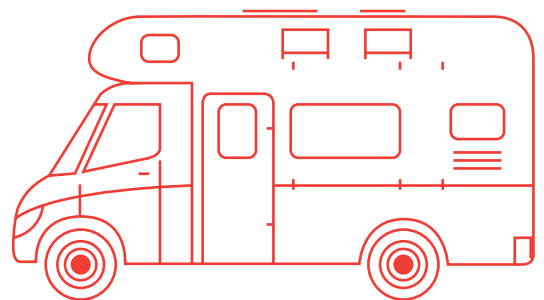
Owner _____ Guest _____

Please submit pick-up and drop-off forms within 48-hours of drop-off, otherwise your payment or any insurance claims will not be processed. Please either email a scanned copy or photo of the form to support@mighway.com

RIGHT SIDE DAMAGE CHECK

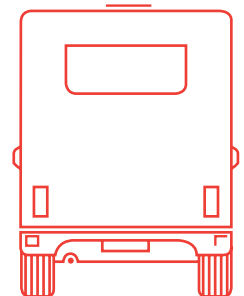
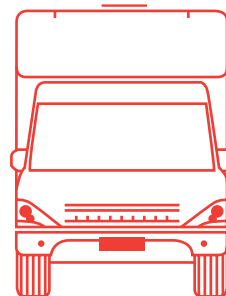


LEFT SIDE DAMAGE CHECK



FRONT

BACK



0 = Dent - = Scratch X = Chip
 Ø = Scuff . = Stone Chips

DAMAGE

Damage occurred whilst on hire.