**Rental Vehicles**

**General Rules:**

* Thoroughly check the rental vehicle when it is delivered to you and point out any pre-existing damage
* Do not drive under the influence of drugs or alcohol
* Do not drive when over tired
* Do not exceed the speed limit or drive recklessly
* Do not run away from the scene of an accident
* Always lock the vehicle and ensure you are in possession of the keys
* Stow valuable items in the boot to ensure they cannot be seen from outside the vehicle
* Do not use rental vehicles for personal use
* Do not park rental vehicles in unsafe or abandoned areas, particularly overnight
* Do not allow unauthorized people to drive the rental vehicle
* Ensure that all rental vehicles are returned on time to the vehicle rental company

**In the case of an accident:**

* Stop the vehicle and obtain the details of the other parties involved
* Take photographs of the accident scene, if possible
* Advise the rental company immediately so that they can organize for the towing of the vehicle if required
* Report the accident as soon as possible to the production company and within 24 hours to the South African Police – make sure you get a case number from the police station
* Submit a copy of the police report and the case number to the production company along with any photographs or additional information

**In the case of theft:**

* Report the theft immediately to the car rental company and the production company
* Report the theft to the closest police station within 24 hours.
* Take note of the case number
* Provide the production company with a copy of the report and the case number

**IMPORTANT NOTE :**

**IN THE EVENT OF AN ACCIDNT/INCIDENT OR THEFT WHERE THE DRIVER IS EITHER NEGLIGENT OR CAUSED THE ACCIDENT/THEFT, THE EXCESS IS PAYABLE BY THE DRIVER.**

I the undersigned acknowledge that I have read and accept the above terms & conditions

Signature: Date: