

CORMAC

NEW ORDER FORM — VEHICLES & PLANT

Supplied by

**CORMAC Fleet
CTO Building
Radnor Road
Scorrier, Redruth
Cornwall TR16 5AZ**

**Asset Replacement Manager – Robert Pooley
Tel : 07968 892525
robert.pooley@cormacltd.co.uk**

Section 1. Particulars of customer

Name

Directorate

Office

Contact Tel. Nos.

Section 2. Details of new vehicle or item of plant required (to be completed by Fleet)

Full Specification

Model Number (if applicable)

Engine size -

Manufacturer's Fitted Options (both vans)

1.

2.

3.

4.

Dealer Fitted Options

1.

2.

3.

4.

5.

Section 3. Hire Contract Details (to be completed by Fleet)

Agreed business mileage per annum

Agreed Length of contract years

Agreed Rental per month each

Section 4. Maintenance Arrangements

All vehicles and items of plant will be serviced at the Council workshops at either - Scorrier, Bodmin and Launceston. You will be supplied with a relief vehicle for all routine pre-booked servicing; however this is subject to availability and like for like vehicles are not guaranteed.

Section 5. Insurance cover

All vehicles and wheeled plant are fully insured by Cornwall Council and all claims are subject to an insurance excess of £250.00 (except windscreens)

Section 6. Terms and conditions of hire

1. Vehicles and plant as specified in Section 2 are intended for use on Council business only.
2. Drivers of a goods or passenger carrying vehicles have the responsibility to ensure that the vehicle is in a roadworthy condition and daily checks should be carried out.
3. If vehicles or plant items show obvious signs of neglect, the cost of rectification will be recharged to the driver's directorate.
4. Items that are not considered as fair, wear and tear are listed in the driver's handbook, found in the vehicle.
5. Cormac fleet will ensure that all new items ordered are appropriately taxed and insured.
6. The driver of the vehicle is fully liable for all motor offences including parking, speeding and congestion charges, any charges incurred will also attract an additional handling charge.
7. It is against the law to smoke in company vehicles.
8. Should the hire contract be terminated early then the directorate will be fully liable for any early termination charges.
9. Should the agreed contract mileage be exceeded over the contract period as stated in Section 3 then the directorate is liable for excess mileage charges at a rate of 7 pence per mile.
10. All accidents should be reported to Fleet as soon as possible, directorates will be fully liable for any insurance excess charges. Failure to supply an accident claim form on request could attract full repair costs.
11. Hire charges will be charged to the directorate on a monthly basis

Section 7. Budget Approval (to be completed by customer)

In approving this order form I confirm that I have read and agree to the terms and conditions of hire above.

1. All costs are to be charged to the following Service

2. Cost Centre (6 digit code)
(Mandatory)

Subjective Code
(Optional)

3. The purchase order number is

4. Driver's name if different to Section 1.

Budget Holders Name (Block Capitals)

Position

Budget Holders Signature

Date