



BIOLOGY DEPARTMENT VEHICLE CHECKLIST

CHRYSLER GRAND CARAVAN / COLOUR – TRUE BLUE / LICENSE PLATE # BVEY 703

Instructions: The gas tank must be **FULL** upon return of the vehicle. Remove all litter from the vehicle prior to returning the keys to the Biology Administration Office (DV A3032 / 3032 / 3056). **When picking up and returning the vehicle, you may ONLY PARK in the CCT underground parking garage, Level P5 near the elevators. DO NOT USE the 407 Toll Highway without a transponder. You will be responsible for charges (including tickets / towing / Highway 407 tolls, key replacement) while you have the vehicle.**

Pick up Date: _____ Time: _____ Return Date: _____ Time: _____

Driver's name: _____ Driver's license: _____

Charge to Prof. _____ CC/CFC: _____ Fund: _____

Signature (consenting to conditions listed above): _____

Location of travel: _____

Purpose of travel: _____

Before departure, you must confirm that the insurance and registration are in the glove box. _____

initial

Kilometer reading: **START:** _____ **END:** _____

<u>Condition of vehicle upon return:</u>	<u>Yes</u>	<u>No</u>	<u>Comments</u>
Full tank of Gasoline	<input type="checkbox"/>	<input type="checkbox"/>	_____
Windshield fluid OK	<input type="checkbox"/>	<input type="checkbox"/>	_____
Engine performance OK	<input type="checkbox"/>	<input type="checkbox"/>	_____
Steering OK	<input type="checkbox"/>	<input type="checkbox"/>	_____
Brakes OK	<input type="checkbox"/>	<input type="checkbox"/>	_____
Turn indicators OK	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lights OK	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tires OK	<input type="checkbox"/>	<input type="checkbox"/>	_____
All litter removed	<input type="checkbox"/>	<input type="checkbox"/>	_____

Any other comments:

In the case of an accident:

1. Contact the Police immediately. If there are any life-threatening injuries, call 911. If there are minor or no injuries, call the local non-emergency line.
2. Accident form, van registration and insurance are in the glove compartment.
3. Get the officer's name, badge number, police division number, and police occurrence number.
4. DO NOT ADMIT LIABILITY.
5. Obtain names, addresses and insurance information of the other driver(s) and owner(s) of the car(s) involved in the accident.
6. Obtain names and contact information of any witnesses.
7. Get names and addresses of the injured people, and note kind of injuries.
8. If the accident is minor in nature and does not involve any other parties, visit the nearest Collision Reporting Centre to file an accident report. This should be done within 24 hours of the accident, especially in the case of a hit-and-run as the deductible may be waived in some cases.
9. Notify the Insurance and Claims Administrator for the University of Toronto Mississauga, Deanna Ponte (contact information provided below).
10. A Driver's Report of Accident Form must also be provided at the time claim is made and can be found here: http://www.insurance-risk-mgmt.utoronto.ca/Assets/Risk+Mgmt+and+Insurance+Digital+Assets/nts_riskmanagement/assets/driver.pdf. Hard copies are available in the Biology Admin Offices.

Contact information for Deanna Ponte

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