

Vehicle Rental with Driver Contract Conditions

**Contract No**: DCA XXXX

**Date:** dd/mm/yyyy

**Parties involved:**

DanChurchAid (DCA) in (Country) whose office is at: (Address) represented by Mr/Mrs/Ms (Name) DCA (Country), (Position) (The Client) and Mr/Mrs/Ms (Name) (The Supplier) whose registered address is: xxxx

**Vehicle Details:**

Reg No. xxxx

Make: xxxx

Year of Registration: xxxx

Colour: xxxx

Kms on the date of signing the contract: xxxxx Kms

The following are the rental contract conditions

## CONTRACT CONDITIONS

1. The vehicle is to be rented with a qualified driver and the vehicle will be subject to a permissible mileage of xxxx km per month. Additional mileage costs will be xxxx (Currency) per xxxx km.
2. The vehicle is for the sole use of DCA and may not be used by the Supplier to carry out any other work during the rental period.
3. The rental vehicle will remain after the driver’s working day has been completed in the car park at the Clients address and the Supplier’s driver will hand the keys to the DCA Operations Manager prior to leaving the office.

Rental period: xxxx months

From: dd/mm/yyyy to: dd/mm/yyyy

The driver will be required to complete the Vehicle Logbook on a trip-by-trip, daily basis and record all fuel taken, and kilometers travelled.

See Annex.1

1. The name of the driver and a copy of a valid driver’s license is to be included on this contract.

Name: xxxx

Licence No: xxxx

Licence Type: xxxx

Date of Birth: dd/mm/yyyy

Phone No: xxxx

1. The cost of the rental is fixed at:

In figures xxxx (Currency) **per month**

In letters xxxx (Currency) **per month**

1. The cost of the rental includes:

The rental of the vehicle and all running costs including lubricants.

The driver’s salary, including all indemnification and charges provided for by employment legislation.

All insurances and documentation required by (Country) Law.

1. The Client will pay for all fuel costs and the per diem for the driver during travel outside of (Location).
2. The Supplier of the vehicle shall carry out all servicing.
3. All service costs will be at The Owner’s expense.

The Client will inform the owner of the need for any repairs that are required...

1. The Supplier undertakes to meet all obligations relative to insurance, registration, and haulage taxes, concerning the vehicle and the driver. All accident penalties and other incidents will be covered by the Supplier.

The driver is responsible for any merchandise transported, in the event of damage or loss; he will reimburse the value of the merchandise determined by the Client.

If no reimbursement is made by the Supplier, the Client reserves the right to deduct the cost of damage to the merchandise from the price of the rental established in the present contract.

1. The vehicle will be at the Client’s disposal 24 hours a day, 7 days a week. The driver will be available 5 days a week from Monday to Friday between the hours of 08.00 -18.00 hrs, plus an additional 2 hours, unless prior arrangements has been made for the driver to start earlier or end later or is involved on a road trip between (Location) and other cities.
2. The Client or representatives of the Client are authorised to drive the vehicle if required.
3. One day’s immobilisation per month shall be provided for at the cost of the Client. (This day must be a non-working day, Saturday, or Sunday) for servicing and repairing the vehicle. If the servicing or repairs take more than one day, the Supplier undertakes to supply a vehicle of equivalent quality for the entire period of immobilisation, under the same conditions.
4. Should the Supplier fail to do so, the Client reserves the right to deduct from the price of the present contract the amount corresponding to the number of days for which the vehicle is immobilised.
5. In the event of a breakdown resulting from a technical defect, the Supplier undertakes to supply a vehicle of equivalent quality within 4 hours to the location of the breakdown and this vehicle should remain with DCA for the entire period of repair and under the same conditions, without any increase in price.

The costs of all repairs and recovery are at the Suppliers expense.

1. Should the Supplier be unable to supply a vehicle as provided for in the cases specified in points 13 of the present contract, the Client will pay no rental for the days during which the vehicle is immobilised.
2. The owner undertakes to supply a vehicle in good condition (brakes, tyres, suspension, engine, chassis) and with the necessary equipment (Warning Triangle, Fire Extinguisher, Wheel Jack) necessary for minor interventions by the driver.
3. The Client has the right to drive in all areas of (Country) in the vehicle for work related issues.
4. Payment method. Payment monthly by (xxxx) on completion of each calendar month period.
5. The Supplier is required to supply the Client with a copy of the insurance contract and the vehicle registration documents. In addition, the Supplier is required to supply a (Company) checklist for the condition of both the interior and exterior of the car, which is to be agreed upon and signed for by both parties.
6. The Client reserves the right to terminate the contract without prior notice.
7. The Client may ask the Supplier for a change in driver if the latter does not conform to the organisation’s internal regulations. In the case of the driver’s non-respect of these regulations, it may also lead to the termination of the present contract.

**DCA Programme Manager The Supplier**

**Name:** xxxx **Name: xxxx**

**Date: dd/mm/yyyy** **Date: dd/mm/yyyy**

**Signature:** **Signature:**