



BY HAGERTY.

# VEHICLE CHECK-IN/OUT FORM

We know you're excited, but before you let the car hit the open road, please make sure to follow these six steps.

## 1 SAFETY WALK THROUGH

We count on each car owner to make sure their vehicle is in top operating condition. This includes that all safety equipment is functioning. We recommend going over the following:

- Lights** - Please make sure all required lighting is functioning properly. This includes turn signals, brake lights, head lights and any and all other DOT required lighting.
- Documents** - Please make sure all required documentation is with the vehicle. This includes a valid registration, up-to-date state inspection as required and all other forms.
- Operating Instructions** - Before turning over control of your vehicle, it is important you walk through the operation of the car. We always suggest a short 5-minute **DEMO RIDE** to make sure the renter is comfortable with the operation of the car and its unique quirks.

## 2 FUEL POLICY

The Vehicle should have plenty of gas when you pick it up, but be sure to discuss fuel options. Make sure you agree and check one of the three fueling options.

- Renter** - Refuel the car prior to drop off. A penalty is added if the car is not refueled.
- Included** - The owner includes fuel with the rental.
- Owner** - The renter returns the car without refueling. The owner will then refuel, and the renter will be charged for the fuel usage.

## 3 EMERGENCY CONTACTS & INSURANCE

Please use the following numbers in case of emergency (ordered by priority):

**Owner Cell Phone** - \_\_\_\_\_

**DriveShare Support** - 1-877-922-1702

**Insurance Information** - Princeton E&S Lines Insurance Company  
Policy Number #3R-A#-CA-0000001-00

# DRIVESHARE

BY HAGERTY.

In this section, please describe the condition of the vehicle. If you are not using the Mobile App, **this document is required** in case there happens to be any type of claim.

## 4 START OF THE RENTAL

- Document existing damage
- Document fuel and mileage

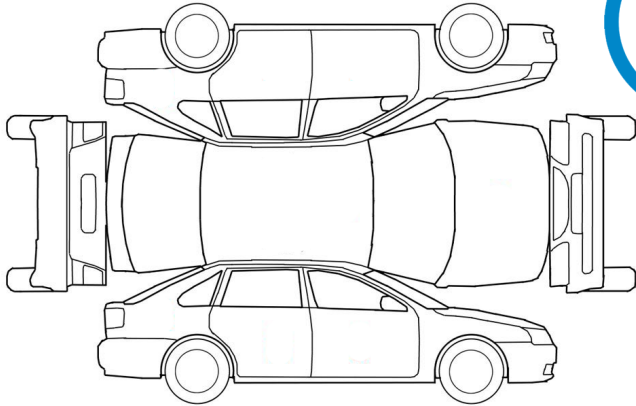


**TIP:** Make sure to take photos of the condition of the car before and following the rental. Text photos to: **774-450-0022**



Mileage: \_\_\_\_\_

Notes: \_\_\_\_\_



Signature: **Owner** \_\_\_\_\_ **Renter** \_\_\_\_\_ **Date** \_\_\_\_\_

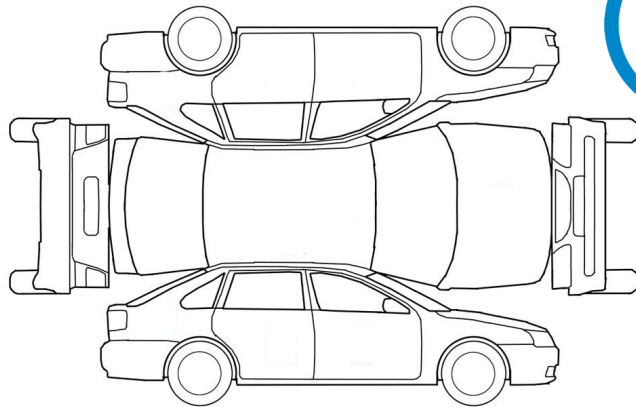
## 5 END OF THE RENTAL

- Document damage or missing items
- Document fuel and mileage



Mileage: \_\_\_\_\_

Notes: \_\_\_\_\_



Signature: **Owner** \_\_\_\_\_ **Renter** \_\_\_\_\_ **Date** \_\_\_\_\_

## 6 THE ROAD AWAITS

Please share your experiences on social media and text us any amazing photos!

**TAG US**   

**#ShareThePassion**

If you identify unexpected issues and are unable to resolve them, report it to [support@driveshare.com](mailto:support@driveshare.com) immediately. Please note, any and all claims must be submitted within 48 hours of the end of the rental.