



**TAWHIDIC EPISTEMOLOGY** **UMMATIC EXCELLENCE**  
**LEADING THE WAY** **LEADING THE WORLD**  
 KHALĪFAH • AMĀNAH • IQRA' • RAHMATAN LIL-ĀLAMĪN

## KULLIYYAH OF NURSING

### TRANSPORT BOOKING FORM

#### Transport Booking Guidelines & Procedures

##### 1. Application Submission

- All transport booking applications must be submitted at least three (3) working days prior to the scheduled trip.
- Please check with the staff in charge before submitting your transport booking application.

##### 2. Required Documentation

- Applicants must attach all relevant supporting documents.

##### 3. Vehicle Cleanliness

- Borrowers are responsible for maintaining the cleanliness of the vehicle throughout the rental period. Please ensure the vehicle is clean and free of trash before returning it.

##### 4. Refuelling Policy

- The vehicle must be returned with a full tank of fuel prior to handing over the keys back to the Kulliyyah.

##### 5. Insurance Coverage

- Official IIUM staff members are covered under the university's vehicle insurance policy while operating or traveling in the designated university vehicle for approved official duties.

#### 1. APPLICANT DETAILS

- Full Name : \_\_\_\_\_
- Staff No. : \_\_\_\_\_
- Department / Unit : \_\_\_\_\_
- Contact Number : \_\_\_\_\_
- Email Address : \_\_\_\_\_

#### 2. TRIP DETAILS

- Name of Event / Programme / Activities \_\_\_\_\_

- Date of Event / Programme / Activities \_\_\_\_\_

- Date of Departure : \_\_\_\_\_
- Estimated Time of Departure : \_\_\_\_\_
- Date of Return : \_\_\_\_\_
- Estimated Time of Return : \_\_\_\_\_

#### 3. VEHICLE & PASSENGER REQUIREMENTS

- Number of Passengers: \_\_\_\_\_
- List of Passenger:

| No. | Name | Staff No. | Designation / Kulliyyah |
|-----|------|-----------|-------------------------|
| 1.  |      |           |                         |
| 2.  |      |           |                         |
| 3.  |      |           |                         |
| 4.  |      |           |                         |
| 5.  |      |           |                         |
| 6.  |      |           |                         |

- Name of Driver : \_\_\_\_\_
- Staff No. : \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature & Official Stamp

\_\_\_\_\_  
Date

#### 4. APPROVAL

Dean Approval:

Status: [    ] Approved [    ] Not Approved

Remarks:

\_\_\_\_\_

\_\_\_\_\_  
Signature & Official Stamp

\_\_\_\_\_  
Date

#### 5. KON VEHICLE DETAILS

- Toyota Veloz 1.5AT, Metallic Bluish Black
- Registration No: IIUM 597

#### FOR OFFICE USED

Key Issuance (Sign-Out)

Received by

\_\_\_\_\_

\_\_\_\_\_  
Signature & Official Stamp

\_\_\_\_\_  
Date & Time of Pickup

Issued by

\_\_\_\_\_

\_\_\_\_\_  
Signature & Official Stamp

Key Submission (Return)

Received by

\_\_\_\_\_

\_\_\_\_\_  
Signature & Official Stamp

\_\_\_\_\_  
Date & Time of Return