



Departure Form

This form must be completed by both the Owner and the Renter before the rental period begins. It is essential for quality assurance, protection plan validity, and to ensure the best possible experience.

Side by Side Share is not responsible for claims if this form is not fully completed, signed, and if photos or videos of the vehicle are not taken by both the Owner and Renter before departure and after return.

Important Reminder For Owners: Prior to the arrival of your renters, you should have your UTV/ATV (and trailer) completely ready to go. Please make sure you have completed all of the tasks on the Pre-Booking Checklist.

Step 1: Safety Video & Risk Disclosure

☐ Watch the Departure Safety Video with the Renter

Both the Owner and Renter must watch the [Departure Safety Video](#) together before the rental period begins. Scan the QR code to watch:



☐ Review Deductible Information with the Renter

Please read the following aloud to the Renter, or ensure the Renter reads and acknowledges it before proceeding:

At Side by Side Share, the standard deductible is \$3,000 per occurrence. If the vehicle is tipped onto its side, rolled over, or damaged while performing any kind of stunt, the deductible increases to \$6,000 per occurrence. The reason for the higher deductible is to encourage safe and responsible driving throughout the rental period. Most accidents can be avoided when proper care is taken.

Owner Signature: _____

Renter Signature: _____



Step 2: Damage Walkthrough

Conduct a thorough inspection of the UTV/ATV and trailer (if applicable) together. Point out all pre-existing damage, take photos, and record it here on the Departure Form. Invite the renter to point out any damage or wear and tear that they see and record it on the form.

Any damages on the Return Form that are not on the Departure Form are the responsibility of the renter.

☐ Note existing exterior & interior damages:

Please spend at least 10 minutes thoroughly examining your rig (and trailer) with your renter:

☐ Document with Photos/Videos

Both parties should take photos or videos as evidence of the vehicle's condition.

Step 3: Training Walkthrough

☐ Provide a comprehensive overview of the vehicle's operation

Educate your renter on the elements and nuances of operating your UTV/ATV and trailer. Be thorough and remember things that seem obvious to you will not be as obvious to your renters! Topics to cover, but not limited to, include:

- ☐ **Controls** (*throttle, brakes, shifting*)
- ☐ **Drive Systems** (*4x4 operation, low range, differential lock*)
- ☐ **Operation** (*refueling procedures, lights, signals*)
- ☐ **Safety Gear** (*seat belt and helmet fitting*)
- ☐ **Safe Driving Practices** (*cornering, hill climbing, safe speeds*)
- ☐ **Restrictions** (*any limitations or restrictions such as no rock crawling, sand dunes*)

Owner Signature: _____

Renter Signature: _____



⚠ Trailer Loading/Unloading Procedures: If applicable, demonstrate and practice attaching/detaching the trailer and securing the vehicle. Be sure that the vehicles are properly strapped, and that the renter understands how to tie down the vehicle. Help them identify good strap locations, and ensure they understand ratchet strap operation.

Step 4: Driving Lesson

☐ Provide a brief driving lesson to ensure the Renter is comfortable operating the vehicle

Failing to provide a driving lesson will nullify your case in the event of a disputed claim.

Please continue only after you are confident that the renter understands how the vehicle is operated. **Discuss safe driving habits, cornering, safe speeds.** Remind the customer that it is always better to play it safe, if they aren't comfortable in any situation, then stop and get out of it. This may mean slowing down, not crossing difficult terrain, not crossing water, etc. Don't attempt steep hills, EVER! Vehicle rolls can be deadly.

Additional considerations:

- ALL verified drivers should participate
- Practice driving in a safe location

Step 5: Final Condition Check

☐ Before sending off, ensure the vehicle is in trail-worthy condition.

Check the following:

- ☐ Tire Pressure
- ☐ Tire Tread
- ☐ Motor Oil Level

- ☐ Radiator Fluid
- ☐ Lights and Signals
- ☐ Adequate Fuel

Owner Signature: _____

Renter Signature: _____



Step 6: Renter Responsibilities and Fees

☐ Review the Renter's responsibilities and any potential fees

Please use this time to remind the renter of their responsibilities and any fees you wish to incur if responsibilities are not met.

Fee	Responsibility	Notes
\$ <input type="text"/>	Cleaning	If the vehicle is not returned clean and in the same condition as at departure
\$ <input type="text"/>	Fuel	If the vehicle is not returned with the same fuel level and type provided at departure
\$ <input type="text"/> <i>Per additional mile</i>	Mileage Limit	This rental includes <input type="text"/> miles per booking.
\$ <input type="text"/> <i>Per hour</i>	Late Fee	The return time for this vehicle is <input type="text"/> <input type="checkbox"/> AM <input type="checkbox"/> PM, on <input type="text"/> / <input type="text"/> / <input type="text"/> . <i>If the late return directly interferes with another booking, the late fee is the full nightly rate.</i>

Damage Responsibility: Renters are responsible for any damages not noted on the Departure Form but found upon return.

Public Road Use: All rental vehicles are NOT covered for road use, even if it is street legal.

Step 7: Fuel and Mileage Readings

☐ Record the current readings with the Renter present.

- Fuel Level (select one): | ☐ Full | ☐ $\frac{3}{4}$ | ☐ $\frac{1}{2}$ | ☐ $\frac{1}{4}$ |
- Engine Hours: hours (optional)
- Odometer Reading: miles

Owner Signature: _____

Renter Signature: _____



Step 8: Sign Off and Send Off

By signing below, both parties agree that all steps in this document have been completed, and the Renter understands their responsibilities.

Owner Name (Print):

Renter Name (Print):

Owner Signature:

Renter Signature:

Date: _____

Date: _____

Post-Rental Information:

- Remember to complete the Return Form upon the vehicle's return
- The Owner has up to 48 hours after return to request any claims against the security deposit or additional charges. The Renter has up to 48 hours to pay additional fees or dispute claims.
- Claims in excess of the security deposit may be charged to the primary Renter's credit card on file.
- All security deposit claims and additional charges are subject to a 3.9% credit card processing fee that may be passed to the Renter.

Thank You For Choosing Side by Side Share!

Have a safe and enjoyable adventure. If you have any questions or need assistance, please don't hesitate to contact us.

Owner Signature: _____

Renter Signature: _____