## **Arnold Clark Car & Van Rental**

# Airport shuttle bus pick-up and drop-off procedures



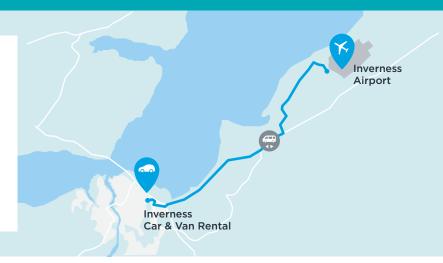
## **Inverness Car & Van Rental**

Harbour Road, Inverness IV1 1UF +44 (0) 1463 723720

Approx 9 miles from Inverness Airport

## **Opening hours:**

Monday - Friday: 08:00 - 17:30 Saturday: 08:00 - 17:00 Sunday: 09:00 - 16:00



#### During opening hours

## Picking up a vehicle

On arrival at Inverness Airport, please proceed to the Arrivals Lounge to collect your baggage. Once you have collected your baggage, exit the terminal and immediately turn right to follow the walk way which will lead you to the Shuttle Bus shelter. The Shuttle Bus will pick you up and transfer you to our branch to collect your rental vehicle.

Please note: our Inverness Airport branch is nine miles from the terminal building, keep this in mind when arriving at the airport.

#### Dropping off a vehicle

During office hours, rental vehicles should be returned to our branch on Harbour Road, Inverness. Upon return to the branch your vehicle will be checked in prior to your transfer to Inverness Airport in our shuttle bus.

Please allow at least 45 minutes for your vehicle check-in and airport transfer.

## **Outwith opening hours\***

### Picking up a vehicle

With prior notice we can provide an airport out-of-hours vehicle delivery service. Please contact us on **+44 (0)1463 723720** to arrange this.\*

## Dropping off a vehicle

With prior notice we can provide an airport out-of-hours vehicle drop off service. Please contact us on **+44 (0)1463 723720** to arrange this.\*

- Please park your rental vehicle in one of the short stay car parks at Inverness Airport.
- Leave car park ticket issued in vehicle glove compartment or sun visor out of sight.
- Please ensure you have removed all your belongings from the rental vehicle before locking it securely.

Proceed to the Information Desk inside the terminal building – immediately through the automatic doors by the public phone on the left hand side. Please drop the vehicle keys in the key drop off box, clearly marked with the location of where the vehicle is parked.



#### Please remember:

Remember to bring your driving licence, credit card, passport (if applicable) or proof of address with you when renting a vehicle. All UK drivers must also bring their access code from the DVLA.

