



Lechlade & District Lions Club Community Minibus

JOURNEY SHEET AND AGREEMENT

Seating Capacity: 14 passengers plus driver - NO standing

Please remember that there is an Insurance Excess of £150.00 and the Section 19 User is liable, when their Driver is in charge of the bus, should they be involved in any accident or claim by a third party. The DRIVER is legally responsible for the condition of the vehicle, for the way it is driven and for any damage caused to the Mini Bus or to any Third Party(ies). There is a 'Speed Limiter' fitted to this vehicle, set at 56mph. **By LAW you are NOT permitted to drive on Motorways in the 3rd or outer subsequent lanes.**

Drivers Name		Tel. No.	
Name of Organisation per Section 19 Permit		Date	
No. of Passengers, excluding the driver			
YOU MUST CHECK THE CONDITION OF THE BUS BEFORE DRIVING BY A ✓ AGAINST EACH ITEM			
ITEM	✓	ITEM	✓
Oil & Water levels		Fuel/oil/waste leaks	
Battery (if accessible)		Washers & Wipers	
Tyres & wheels fixing		Horn	
Brakes		Glass	
Doors and exits		Reflectors	
Indicators		Body exterior	
Fire extinguisher		First-aid kit	
Report defects here		Rectified	
I have read and agree to be bound by the current Terms & Conditions of the Lechlade & District Lions Club Community Mini Bus Agreement			
Drivers signature		Defects rectified by	

RE-FUEL WITH DIESEL ONLY

FOR THE COST OF THIS JOURNEY, PLEASE COMPLETE BELOW:

Mileage		Your cost for this journey is:	
		MILEAGE travelled _____ x 50p/mile	£
Finish		Attach your fuel receipt for fuel purchased and deduct from total (if applicable)	£
Start		<i>To help the Lions Club with the running costs of the Mini Bus, a donation is always welcome</i>	£
Total Mileage		TOTAL AMOUNT	£

Payment may be made electronically to Barclays Bank, 20-84-58, Account 70570656.

It is a legal requirement that you fill in the logbook inside the minibus. If you do not, you will be driving it illegally and will be stopped from using the bus. Mini Bus Breakdown details and a copy of the Insurance Certificate are inside the blue folder. This form must be returned with the key and monies, **IMMEDIATELY** you have completed the journey. The Mini Bus **SHOULD** be parked in the same bay (left far side of the main hall, 3 places away from the hall). This is opposite a garden wall where the key safe & post box is located. The key **MUST** be placed in the key safe & **DON'T** forget to 'roll the numbers' once you have placed the key inside to lock the safe. Deposit this journey form & monies in the letter box along side of the safe.

In **EMERGENCY** please report any damage, accident or faults immediately to one of the following:
David Sharp (01367-252984), Keith Musson (01367-253219) or Simon Winckles (01367-252851)