



EDUCATIONAL SERVICES Community Facilities MINIBUS BOOKING FORM

For Office Use

1.	Club/Organisation/Group Name:	
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2.	Permit No:		Issued By:		Drivers No:	
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3.	Date(s) Required:	
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4.	Total Nos. in Group: (this should not exceed the seating capacity of the minibus)	
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5.	Collection Day and Date:		Time:	
	Return Day and Date:		Time:	

6.	Name of Driver:		Tel. No:	
	Address:			

7.	Destination: <i>Please be as specific as possible.</i>		Purpose of Journey: <i>Please be as specific as possible</i>	
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8.	Total Anticipated Mileage:	
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9.	In the event of the minibus being retained overnight, please state address at which it will be parked or garaged:

10.	Name and address of person responsible for supervision of persons in the vehicle:

I have read the vehicle regulations and agree to comply with all conditions. I understand that failure to do so will result in excess charges or refusal or further hires.

Signature:		Designation:	
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Name and Address of Club Secretary/ Treasurer (also for account purposes):	Tel. No:

Date:		Note: All endorsements to licence must be reported to Community Facilities Team
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This form should be **fully** completed and must be submitted at least seven days before the date(s) required and in the case of outings outwith Ayrshire, at least fourteen days notice is required.

FOR OFFICE USE ONLY

Date Received:		Permit Checked:		Total Cost of Hire:	
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Driver Check:		A minibus will/will not be available for the above stated purpose.
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Minibus No:	
	(This information is required for the booking confirmation).

Signed By:	Date:

Bobby McCallum (Community Resource Officer)

CONDITIONS OF USE

The following conditions must be adhered to:-

1. The driver must hold a full driver's licence and be between 25 – 70 years and have successfully undergone the Local Authority's Drivers' Assessment Test. Application forms for this test are available from Woodlands Centre, 16 Kilwinning Road, Irvine, KA12 8RR.
2. Drivers **must** inform the Service of any recent Road Traffic Charges, which may be pending.
3. Each user group must hold a Department of Transport minibus permit issued by North Ayrshire Council,
4. Vehicle must be used only for the activity specified and authorised.
5. A vehicle check report **must** be completed **before** and **after** use indicating any faults. Report to be forwarded to the Woodlands Centre immediately after each journey.
6. Mileage must be recorded in logbook and Vehicle checklist.
7. Drivers must ensure that the vehicle has sufficient fuel before commencing any journey and report any shortages.
8. All fuel drawn from **Council or commercial garages** must be entered in the Log Book.
9. Equipment must not be carried in the interior of the vehicle. Hand luggage must be made secure if carried in the passenger compartment.
10. Vehicle **must not** exceed the number of passengers specified.
11. Vehicle **must not** be driven in excess of 50 miles per hour.
12. Drivers must record all defects or damage in the book provided for this purpose.
13. There must be no smoking and no consumption of food in the minibus.
14. The minibus **must** be left in a clean and tidy condition at all times. User groups are responsible for the cleanliness and are liable for any costs incurred should a special cleaning be required.
15. Drivers making the last entry on a page in the Log Book **must** ensure that that page is handed into Woodlands Centre.
16. At least three clear working days notice for cancellation of a booking must be given or a full charge will be taken.
17. **This form should be fully completed before submission.**

Failure to comply with any of the above regulations will result in the group being denied further access to the minibus.