

1. **LAMA Contact.** In case of difficulty, please call the Booking Clerk on **01208 811175**.
2. **Pre-Journey Preparations**
 - The night before each journey, LAMA drivers should log in to the LAMA Journey section of www.Lerryn.net to download and print their **LAMA Driver Journey Sheet** or **LAMA Vehicle Loan Journey Sheet**. If this is impractical, or if you are a loan driver without access to www.Lerryn.net, then the Booking Clerk will produce this for you (please phone **01208 811175** to coordinate arrangements).
 - A stock of **LAMA Driver Check Sheets** is maintained in the minibus, but they may also be downloaded from www.lerryn.net/local-groups/lerryn-area-minibus-association.
 - For LAMA journeys only (does not apply to loan trips), basic In Case of Emergency (ICE) information for booked passengers will be included automatically in the **LAMA Driver Journey Sheet**, but additional detail may be obtained from the LAMA User section of www.lerryn.net/login. Please inform the Booking Clerk on **01208 811175** of any changes to the **LAMA Driver Journey Sheet** passenger list before leaving Lostwithiel. If necessary, leave a message on the answerphone.
 - Passenger arrangements for loan journeys will be managed by the borrowing organisation. For multi-day loans, the organiser will provide a day-by-day journey schedule showing all stops and where the vehicle will be parked up each night.
3. **Safety checks before the journey.** Please fill in the **LAMA Driver Check Sheet**.
4. **A reminder to all drivers**
 - Authorised drivers only may drive the minibus. The driver is responsible for the safety, comfort and security of the passengers and minibus. Please ensure that **all** passengers have fastened their seatbelts.
 - **Drivers must not take any alcohol or drugs which will affect driving ability during the course of the journey.**
 - Remember that the speed limits for the minibus in unrestricted areas are **50mph** on single carriage ways and **60mph** on dual carriage ways.
 - In case of an accident, a breakdown or if the step does not fully retract, please contact the insurance broker **Arthur J Gallagher**. The number to ring is **0800 389 1708**. Quote the registration number **DK66 CGY** and Policy Number **0002 6665 MBP**.
5. **Buying diesel**
 - **The fuel card is in a slot inside the door of the glove compartment.** The card is accepted at Texaco, Morrisons and St Blazey Service Station (on left hand side after level crossing, St Austell bound). **You might be asked for a PIN number which is: 2636.**
 - If you purchase fuel at any other garage, **you must obtain a VAT receipt.**
 - At the end of the journey, please ensure that there is **at least one quarter of a tank** of diesel.
6. **Post journey checks**
 - Please complete, date and sign the **LAMA Driver Check Sheet**.
 - All faults and damages must be reported either to the Maintenance Officer by email to **maintenance@lamaminibus.co.uk**, or else by telephone to the Booking Clerk on **01208 811175**.
 - Make sure that the lights and cabin heater are switched off and that the windows and skylights are shut. Also, make sure that the passenger steps are fully retracted and that all doors are locked.
 - For LAMA journeys only (does not apply to loan trips), electronically delete and/or physically destroy any ICE information which is held separately by you when it is no longer required (NB, the treasurer will safeguard/destroy any ICE details that are returned in the envelope below).
7. **Log book.** Please complete all columns in the logbook.
8. Please place all **collected monies**, the **LAMA Driver Check Sheet** and the **LAMA Driver/Vehicle Loan Journey Sheet** in the envelope provided and return the keys and the envelope **separately** to Homeleigh Cottage (up Fore Street on the left, beyond the pub and Looe turning), with **keys in the tin** and **envelope through the letter box** (inner front door please, not porch door). **THANK YOU.**