

LAMA Driver Instructions

 2nd August 2023

1. **LAMA Contact.** In case of difficulty, please call the Booking Clerk on **01208 811175**.
2. **Pre-Journey Preparations**
 - LAMA drivers should hold a small stock of blank driver check and journey sheets (these forms may be obtained from the minibus or be downloaded from the LAMA webpage on www.Lerryn.net).
 - The night before each journey, LAMA drivers should produce their own paperwork (**LAMA Driver Check Sheet**, **LAMA Driver Journey Sheet** and **In Case of Emergency (ICE) Details**). If this is impractical, the Booking Clerk will, if requested and given sufficient notice, produce this for you.
 - All necessary information may be obtained from the LAMA webpage on www.Lerryn.net and from the "LAMA Users Database" which is accessible via www.lerryn.net/login.
 - Drivers may, if they wish, choose not to print off any ICE details for their passengers and to instead access this information online via www.lerryn.net/login as and when needed.
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. **Passenger list.** If there are any changes to the original passenger list, you must inform the Booking Clerk of the changes on **01208 811175** before leaving Lostwithiel. If no one is available to answer the phone, please leave a message on the answerphone.
6. **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.
7. **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. Make sure that all doors are locked.
 - Electronically delete and/or physically destroy any "IN CONFIDENCE" information held by you when it is no longer required (NB, the treasurer will destroy any ICE details that are returned in the envelope below).
8. **Log book.** Please complete all columns in the logbook.
9. Please place all **collected monies** and the **LAMA Driver Check Sheet** and the **LAMA Driver Journey Sheet** in the envelope provided and return the keys and the envelope **separately** to Homeleigh Cottage, with **keys in the tin** and **envelope through the letter box** (inner front door please, not porch door). **THANK YOU.**