

## Journey Sheets and Check Sheets

The keys to the minibus are to be collected from a tin placed in the porch at Homeleigh. Prior to every trip, the booking clerk will place on the driver's seat:

- A driver's check sheet
- A journey sheet
- An envelope.

Here is what you need to do:

### Driver's check sheet

- Fill in most of it before setting off by carrying out visual checks outside and then inside the minibus.
- Complete the check sheet at the end of the journey.
- Place the completed check sheet in the A5 plastic wallet provided (in centre console).

If there is an issue to report, write it in the Log Book and on the Check Sheet, and make a note on the tear off slip at the bottom of the Check Sheet. Take the tear off slip with you and ring the maintenance officer as soon as possible the same day for urgent maintenance matters that must be addressed before the minibus goes on its next trip, which could be the same day.

(PTO)

## Journey sheet

- Enter the mileage before you set off (as well as in the log book).
- Turn the page over to see the list of passengers to be picked up at each pickup point.
- Place a tick against each passenger as they get onto the minibus to confirm attendance and payment.
- Write the full name of additional passengers who had not booked. (You may only pick up passengers who have not booked at approved pick points listed on the journey sheet)
- Ring the booking clerk to advise him/her of additional passengers and absentees, ideally before leaving Lostwithiel.
- During a break during the trip, enter the total number of passengers and the total amount of fares taken.
- Count the money to ensure that the actual amount of fares tallies with the amount expected.
- On your return to Lerryn, enter the mileage (as well as in the log book) and work out distance travelled.
- Date and sign the journey sheet
- Place the form with the fares collected in the envelope provided.

### Envelope & Key

- Push it through the letterbox into the house at Homeleigh (i.e. do not leave money in the porch)
- Put the minibus key back in the tin, **NOT** in the envelope!