


LAMA Journey Sheet

 Ex-Cttee 24 Jun 21

JOURNEY No _____

LAMA TRIP TO _____

ON _____ FROM _____ UNTIL _____

Journey Sheet prepared by Booking Clerks: ANDY REID / SUE GILES
Tel: 01208 368393

Driver: _____

1. **Mileage readings** After the journey: _____
Before the journey: _____
Miles travelled: _____

2. **Safety checks before the journey**

Please fill in the "**LAMA Driver Check Sheet**".

3. **A reminder to all drivers**

- Only the driver named on this form 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**.

4. **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, please request a **VAT receipt**.
- At the end of the journey, please ensure that there is **at least one quarter of a tank** of diesel.

5. **Post journey checks**

- Please complete, date and sign the "**LAMA Driver Check Sheet**" and leave in the clear plastic wallet in the centre console.
- Make sure that the lights are switched off and that the windows and skylights are shut.
- Make sure that all doors are locked.

6. **Log book**

Please complete all columns in the logbook.

7. Passenger list

Please note that **if there are any changes to the original list, you must phone the Booking Clerk** on 01208 368393 before leaving Lostwithiel to let them know the amendments to be made. Leave a message on the answerphone if not in.

Pickup Points	Passenger Names In Case of Emergency (ICE) names and numbers available in attached envelope (if provided) Please tick names of passengers present and record names of passengers not listed below	Special Requirements
Lerryn Car Park		
Lerryn View		
Coffee Lake Meadow		
Grenville Road (by Boer War Memorial)		
Library Gates		

8. Fares collected

Number of adult fares: _____ @ £ _____ = £ _____

Number of children fares: _____ @ £ _____ = £ _____

Total fares collected: £ _____

Deduct expenses such as car parks and diesel (Please attach receipts) £ _____

Final total: £ _____

Please sign this booking form before returning it to Homeleigh Cottage

Signature of Driver: _____ Date: _____

9. Please place the payment, the ICE details (if provided) and the Journey Sheet in the envelope provided. Please return the keys and the envelope **separately** to Homeleigh Cottage, with **keys in tin** and **envelope through letter box** (front door please, not porch door). **THANK YOU.**

10. The Treasurer, Pat Spencer, confirms receipt of £ _____ and the destruction of the ICE details (if provided).

Treasurer's Signature: _____ Date: _____