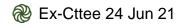
LAMA Journey Sheet



	JOURNEY NO					
LAMA TR	IP TO					
ON	FROM	UNTIL				
Journey She	et prepared by Booking Tel: 01208	g Clerks: ANDY REID / SUE GILES 368393				
Driver:						
Mileage readings	After the journey:					
	Before the journey:					
	Miles travelled:					
Safety checks hefo	Safety checks before the journey					

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	Pas In Case of Emerge available in atte Please tick names of pa	rovided) nt and record	Special Requirements	
Lerryn Car Park				
Lerryn View				
Coffee Lake Meadow				
Grenville Road (by Boer War Memorial)				
Library Gates				
8. Fares c	collected			
Number of adult	t fares:	@ £	= £	
Number of child	ren fares:	@ £	= £	
Total fares colle	ected:		£	
Deduct expenses such as car parks and diesel \pounds (Please attach receipts)				
Final total:			£	
Please sign this	booking form before re	turning it to Homeleig	h Cottage	
Signature of Dri	ver:		Date:	
provided. Pleas	place the payment, the se return the keys and the hrough letter box (fron	he envelope separate	ely to Homeleigh C	ottage, with keys in tin
10. The Tre of the ICE deta	easurer, Pat Spencer, o ils (if provided).	confirms receipt of £	2	and the destruction

Date: _____

Treasurer's Signature: ______