

# LAMA Vehicle Loan Journey Sheet

Journey Sheet prepared by the LAMA Booking Clerk

 4<sup>th</sup> July 2022

JOURNEY No \_\_\_\_\_

FROM: (Date) \_\_\_\_\_ (Time) \_\_\_\_\_ UNTIL: (Date) \_\_\_\_\_ (Time) \_\_\_\_\_

DESTINATION: \_\_\_\_\_ VIA: \_\_\_\_\_

## 1. Details of Borrower:

- Name of Authorised Organisation: \_\_\_\_\_
- Contact Name: \_\_\_\_\_
- Tel No and Email: \_\_\_\_\_

## 2. Details of Driver:

- Name: \_\_\_\_\_
- Tel No and Email: \_\_\_\_\_
- In Case of Emergency (ICE) Contact: \_\_\_\_\_

## 3. Loan Cost Calculations:

- Mileage reading after the journey: \_\_\_\_\_ (miles)
- Mileage reading before the journey: \_\_\_\_\_ (miles)
- Miles travelled: \_\_\_\_\_ (miles)
- Mileage Loan Cost at £1.50 per mile (c x £1.50): £ \_\_\_\_\_
- Number of days loaned (extra day if minibus returned after 1am): \_\_\_\_\_ (days)
- Minimum Charge is £35 per day (e x £35): £ \_\_\_\_\_
- Loan Cost = Mileage Loan Cost (d) or Minimum Charge (f),  
whichever is the higher of the two: £ \_\_\_\_\_
- If applicable, cost of diesel you paid for (only allowable  
if VAT receipt attached): £ \_\_\_\_\_
- Security deposit already paid:  
(to be completed only by the LAMA Treasurer) £ \_\_\_\_\_
- Excess charges incurred for breaches in the conditions of  
this loan: (to be completed only by the LAMA Treasurer) £ \_\_\_\_\_
- Total amount owed (g - h - i + j): £ \_\_\_\_\_  
(to be completed only by the LAMA Treasurer who will bill the authorised organisation  
using the details supplied in Section 1.)

## Driver Instructions

### 4. Useful LAMA Contacts. In case of difficulty, please feel free to contact any of the following:

- LAMA Booking Clerk: Andy Reid / Sue Giles, Tel 01208 368393
- LAMA Training Officer: Richard Halliday, Tel 01208 871419, Mob 07765 804748.
- LAMA Secretary: Nick Warrick, Tel 01208 592258, Mob 07801 931338.

5. **Safety checks before the journey.** Please fill in the “**LAMA Driver Check Sheet**”.
6. **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**.
7. **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.
8. **Post journey checks**
- Please complete, date and sign the “**LAMA Driver Check Sheet**” and leave in the clear plastic wallet in the centre console.
  - All faults and damages must be reported to the Booking Clerk (contact details at Section 4):
  - Make sure that the lights are switched off and that the windows and skylights are shut.
  - Make sure that all doors are locked.
9. **Log book.** Please complete all columns in the logbook and record below the date and time of minibus’s final return to Lerryn Car Park

Minibus Return Date and Time \_\_\_\_\_

10. Complete those parts of the loan cost calculations at Section 3 above that you know, leaving paragraphs 3i, 3j and 3k blank, and sign below.

Driver’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

11. Please place this journey sheet in the envelope provided and 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.**

12. **The LAMA Treasurer confirms receipt of £** \_\_\_\_\_

Treasurer’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_