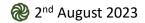
LAMA Vehicle Loan Journey Sheet



		JOURNEY No			
FROM: (Date)		(Time) UN1	ΓΙL: (Date)	(Time)	
DESTI	NATION	l:	VIA:		
1.	Detai	ls of Borrower:			
	• N	ame of Authorised Organisation:			
	• C	ontact Name:			
	• T	el No and Email:			
2.	Detai	ls of Loan Driver(s):			
	• N	ame:			
	• T	el No and Email:			
	• Ir	Case of Emergency (ICE) Contact:			
3.	Loan	Cost Calculations:			
	To be	completed by the Loan Driver:			
	a.	Mileage reading after the journey:		(miles)	
	b.	Mileage reading before the journey:		(miles)	
	C.	Miles travelled:		(miles)	
	To be	completed by the LAMA Treasurer			
	d.	Mileage Loan Cost at £1.50 per mile (c x £1.50)	: £		
	e.	Number of days loaned (extra day if minibus re	turned after 1am):	(days)	
	f.	Minimum Charge is £35 per day (e x £35):	£		
	g.	Loan Cost = Mileage Loan Cost (d) or Minimum whichever is the higher of the two:	Charge (f), £		
	h.	If applicable, cost of diesel you paid for (only al if VAT receipt attached):	lowable f		
	i.	Security deposit already paid and cash deposits	s in envelope: £		
	j.	Excess charges incurred for breaches in the corthis loan:	nditions of £		
	k.	Total amount owed (g - h - i + i):	f		

The LAMA Treasurer will bill the authorised organisation using the details provided in para 1.

Loan Driver Instructions

- 4. LAMA Contact. In case of difficulty, please call the Booking Clerk on 01208 811175.
- 5. Safety checks before the journey. Please fill in the "LAMA Driver Check Sheet".
- 6. A reminder to all drivers
 - Only the driver(s) named on this form may drive the minibus.
 - Drivers are 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

final return to Lerryn Car Park.

9.

- 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.

Log book. Please complete all columns in the logbook and record below the date and time of minibus's

Make sure that all doors are locked.

	Minibus Return Date and Time			
	Loan Driver's Signature:	Date:		
10.	Please place any cash deposits and the LAMA Driver Check Sheet and this Vehicle Loan Journey Sheet 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.			
11.	The LAMA Treasurer confirms receipt of £			
	Treasurer's Signature:	Date:		