

LAMA Vehicle Loan Journey Sheet

 2nd August 2023

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 Loan Driver(s):

- Name: _____
- Tel No and Email: _____
- In 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 returned after 1am): _____ (days)
- f. **Minimum Charge** is **£35 per day** (e x £35): £ _____
- g. **Loan Cost = Mileage Loan Cost (d) or Minimum Charge (f), whichever is the higher of the two:** £ _____
- h. If applicable, cost of diesel you paid for (only allowable if VAT receipt attached): £ _____
- i. Security deposit already paid and cash deposits in envelope: £ _____
- j. Excess charges incurred for breaches in the conditions of this loan: £ _____
- k. **Total amount owed (g - h - i + j):** £ _____

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**
 - 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.
 - 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 _____

Loan Driver's Signature: _____ Date: _____

10. Please place any **cash deposits** and the **LAMA Driver Check Sheet** and this **Vehicle Loan Journey Sheet** in 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: _____