

## Journey Sheets and Check Sheets

Here is what you need to do:

### Journey sheet Information

Before every trip, the driver needs to visit Lerryn.net and collect their trip number and passenger list with pick up points from the calendar there. Click on the calendar entry, this will take you to a page showing the trip, trip number, driver, pick up points and passengers. A journey sheet can be downloaded from the LAMA area of lerryn.net to complete at home or the driver can transfer the information they have collected onto a journey sheet that can be found in the centre console of the minibus.

### ICE: In Case of Emergency information:

This information can be accessed on Lerryn.net. You do have to log into the user login area to access this. If you have a phone with which you can access the internet you may chose not to write down or print off any of this information about your passengers and yourself to take with you on the trip. If you do produce an ICE details list from the user login area of lerryn.net put it in the envelope with the journey and walkaround check sheets and monies at the end of the trip, the treasurer will shred it.

### Keys

The keys to the minibus are to be collected from a tin placed in the porch at Homeleigh.

### Driver's check sheet

- You will find a supply of these in the centre consol of the minibus.
- Fill in most of it before setting off by carrying out visual checks outside and then inside the minibus.
- Complete the check sheet at the end of the journey.
- Place the completed check sheet with the Journey sheet and monies in an envelope from the supply in the centre console.

If there is an issue to report, write it in the Log Book and on the Check Sheet, and make a note on the section provided at the bottom of the Check Sheet. Ring 01208 81175 for the maintenance officer to be informed asap the same day for urgent maintenance matters that must be addressed before the minibus goes on its next trip, which could be the same day. The maintenance officer can also be informed by email on: [maintenance@lamaminibus.co.uk](mailto:maintenance@lamaminibus.co.uk)

### Journey sheet

- Enter the mileage before you set off (as well as in the log book).
- Place a tick against each passenger as they get onto the minibus to confirm attendance and payment.
- Write the full name of additional passengers who had not booked.
- You may only pick up passengers who have not booked at approved pick points listed on the journey sheet. You should use your discretion when allowing a passenger who has not booked to join the trip. A registered user who has not booked may join the trip if there is a seat available. A local

resident who is eligible to register may join the trip if there is a seat available and provided you explain to them the need to register as a passenger, in which case provide them with a registration form (supply in the centre consol of the bus)?

- Add any additional passengers to the journey sheet and cross out any 'no shows' then ring the booking clerk to advise him/her of additional passengers and absentees, ideally before leaving Lostwithiel.
- During a break during the trip, enter the total number of passengers and the total amount of fares taken.
- Count the money to ensure that the actual amount of fares tallies with the amount expected.
- On your return to Lerryn, enter the mileage (as well as in the log book) and work out distance travelled.
- Date and sign the journey sheet.
- Put the form, the fares and the walkround check sheet in the envelope provided. Write the trip number on the envelope.

### Envelope

- Push it through the letterbox into the house at Homeleigh (i.e. do not leave money in the porch).

### Key

- Put the minibus key back in the tin, **NOT** in the envelope!