****

USER’S

LOG SHEET

**Vehicle Reg. No. MX73 DXM**

**Organisation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Driver’s Name**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This vehicle is checked regularly. However, **the driver is legally responsible for the condition of the vehicle and the way it is driven.** It is your responsibility to report any damage caused or observed. Please make sure that all lights are switched off and the bus securely locked before you return the keys and this completed form.

If you need to re-fuel use the **All-Star DIESEL** card (kept in the plastic pocket in the glove compartment) to make the purchase and return the receipts with this form. **The PIN is attached to the key fob**

**VEHICLE CHECK LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| Back two rows of seats are secure | **Yes / No** | Lift. (if being used). | **Yes / No** |
| Oil. | **Yes / No** | Windows (clean). | **Yes / No** |
| Water | **Yes / No** | Doors (operation). | **Yes / No** |
| Diesel Fuel | **Yes / No** | Clean & Tidy | **Yes / No** |
| Lights.(indicators & brakes) | **Yes / No** | Tyres | **Yes / No** |
| Wipers & Washers. | **Yes / No** | Upholstery | **Yes / No** |
| Back seats secured ***after*** your journey | **Yes / No** |  |  |

**JOURNEY DETAILS**

Date out \_\_\_\_\_\_\_\_\_\_\_\_Time Out \_\_\_\_\_\_\_\_\_ Date In \_\_\_\_\_\_\_\_\_\_\_ Time In \_\_\_\_\_\_\_

Mileage Start \_\_\_\_\_\_\_\_\_\_\_\_\_Mileage Finish:\_\_\_\_\_\_\_\_\_\_ TOTAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have checked that the ‘bus is in a suitably clean state, that the fuel tank is at least half full and have completed the feedback sections overleaf.**

**Signed (driver)**

**This form is to be returned with the keys as soon as possible for forwarding to**

**the Bookings Secretary, Jonathan Barstow (**Harcombe, The Hill, Little Somerford)

**GENERAL NATURE OF THIS PROVISION**

Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purpose of Journey: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Numbers Carried (Include Driver) \_\_*\_\_\_\_* Driver Provided by Cartmell?Yes €  No €

**The passengers were mainly:**

Minors (< 18 years) € Active Adults / Seniors € Vulnerable/Infirm Elderly €

**ANY DAMAGED AREAS?** (If applicable, detail any damage in the comments section below)

Nearside (Passenger Side): € Offside (Driver’s Side) € Front € Rear €

**COMMENTS**

E.G**.** Were there any mechanical issues during the journey? What was your perception of the general state of the ‘bus at the outset ? Do you feel this was a useful service for you and your passengers? Did you feel the hire was

cost effective?

**FINALLY**

**Would you be willing to drive another Community Group who cannot find a driver of their own on a local, occasional, ad hoc basis and agreed well beforehand?** Yes €  No €

If yes, where can we contact you? My e-mail \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My telephone: \_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Your Name: (Capitals, please) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Vehicle Reg. No. FJ59 EOC

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