|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Name** | | **Trip Date** | |
| **Driver Name** | | **Vehicle Registration** | |
| **Number of seated passengers** | | **Number of wheelchair passengers** | |
| **Any other passenger requirements** | | | |
| **Vehicle Collection Time** |  | **Vehicle Return Time** |  |
| **Passenger Pickup Point** |  | **Destination** |  |
| **Start Odometer** |  | **Finish Odometer** |  |

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| --- | --- | --- | --- | --- | --- |
| **Driver Walk Round Check** | | | | | |
| **Item** | **or X** | **Item** | **or X** | **Item** | **or X** |
| Engine Oil Level |  | Side Lights \* |  | Mirrors - Side and internal \* |  |
| Coolant Level |  | Dipped Beam \* |  | Horn \* |  |
| Power Steering Oil Level |  | Full Beam \* |  | First Aid Kit (sealed) \* |  |
| Brake Fluid Level |  | Number Plate Lights \* |  | Fire Extinguisher(s) \* |  |
| Clutch Fluid Level |  | Brake Lights \* |  | Seat Belts \* |  |
| Windscreen Wash \* |  | Fog Lights \* |  | Tyres - Pressure/Wear/Age Visual Check \* |  |
| Windscreen Wipers \* |  | Indicators \* |  | Passenger Lift Working |  |
| Windscreen Clean \* |  | Reverse Lights \* |  | Vehicle Steering \* |  |
| Interior & Step Lights \* |  | Hazard Lights \* |  | Brakes \* |  |
| Permit / O Licence \* |  | AdBlue if required\* |  | In-cab height indicator |  |

Drivers please note any external bodywork damage on the pictures below



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| **CONDITION OF YOUR VEHICLE**  **If there are any other defects or comments on the condition of your vehicle, please let us write it here:**  As the driver you are at all times legally responsible for the condition of the vehicle that you are driving. This responsibility cannot be passed on to the organisation that own or operate the vehicle.  **\* The vehicle should not be used if a defect affects the vehicle or passenger safety or those items that are a legal requirement** |
| **Driver Declaration**   1. I have inspected the minibus before and after the hire and noted any damage or defect above. 2. I am responsible for the payment of any parking fines/penalties and any fines levied against me that result from a conviction in association with my use of this minibus. 3. I must notify the office of any material changes to my driving licence before driving a minibus from their fleet. 4. I must abide by the terms and conditions of hire and other rules established by the organisation a copy of which I have received and understood.   **DRIVER SIGNATURE: DATE:** |

Office Use Only

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| --- | --- | --- |
| Checked by (Print Name) | | |
| Defects Noted (please circle) Yes / No | If Yes complete defect report form | |
| Signature: Date: | | |
|  | | |
| Order Ref: | | Booked by: |
| Invoice No: | | Credit No: |