

LAKESIDE SCHOOL

Community Use of School Minibuses

A request must be made in writing to the Headteacher for the loan of the school minibus. In order to drive the Lakeside school minibus the driver must be Midas trained. The Hampshire County Council Insurance policy cover allows schools to either loan or hire the minibus out to non-profit making organisations. A Copy of the insurance certificate for the relevant school is attached.

Prior to the minibus being lent out arrangements will be made to ensure the bus is in good working order, that the vehicle is clean and has a full tank of fuel. A request will be made for a voluntary contribution to the school. Fuel cards must be removed from the vehicle keys before they are lent out.

Requests from other schools will not be deemed as Community Use and therefore a monetary contribution will not be necessary.

Mileage is to be recorded on the booking form.

The bus must then be returned in the same condition, including a full tank of fuel.

LAKESIDE SCHOOL

Minibus Guidelines

In order to drive the school minibus the driver must have a valid Midas Minibus test. The driver and all passengers must wear a seatbelt for the entire journey.

Before leaving school enter the destination and record the current mileage on the booking form.

The minibus will be lent out in good working order, the vehicle will be clean and have a full tank of fuel. A request will be made for a contribution to the school. The driver should undertake a full working check on essential operational aspects of the minibus before use, ie Lights,brakes,windscreen wipers and seatbelts etc.

Please ensure that personal belongings and any rubbish are removed from the minibus prior to returning.

On return the mileage must be recorded and the driver should check the bus for damage. Any faults or damage should be noted on the record sheet. These should be reported to the school office on return.

Ensure that the minibus is returned with a full tank of fuel and mileage recorded on the booking form.

In the event of a breakdown/recovery procedure for the minibus please telephone 01489 895305 or 07793 757758.

LAKESIDE SCHOOL MINIBUS

BOOKING FORM

I/We accept the terms of the Community Use Minibus Guidelines.

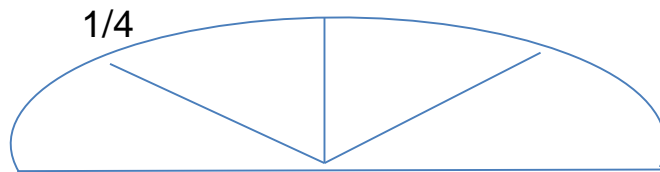
Signed:.....

Name (please print).....

Date:

Time:

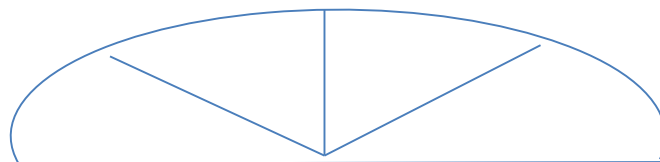
Delivery Reading



Delivery Condition – scratches/dents observed:

Mileage:

Collection Reading



Mileage: