



Registered Charity N° 269698

# Fordingbridge & District Community Association [Minibus]

36 Shaftesbury Street, Fordingbridge, Hampshire SP6 1JF

☎ (01425) 652 706

Email: Avonway@btconnect.com

## Minibus Return Form

The driver should complete this form and leave it in the locked minibus on return

### Mileage

<b>Milometer Readings:</b>	<b>Start of Hire:</b> _____	<b>End of Hire:</b> _____	<b>Total Mileage:</b> _____
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### Vehicle Check List (Please tick if problems and detail below)

Fuel <input type="checkbox"/> ; Oil <input type="checkbox"/> ; Water <input type="checkbox"/> ; Tyres <input type="checkbox"/> ; Brakes <input type="checkbox"/> ; Steering <input type="checkbox"/> ; Lights <input type="checkbox"/> ; Indicators <input type="checkbox"/> ; Wipers <input type="checkbox"/> ; Horn <input type="checkbox"/> ; Mirrors <input type="checkbox"/> ; Heater <input type="checkbox"/> ; Tail lift <input type="checkbox"/> ; Bodywork <input type="checkbox"/> ; Security of fitments <input type="checkbox"/> ; Other <input type="checkbox"/> ; Please give details of problem below:   <p><b>Please report any defects to either, Rick Neal on 01425 652 269 or Peter Adams on 01425 653 419</b></p>
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### Vehicle Inventory (Please tick if used and detail below)

First Aid kit <input type="checkbox"/> ; Sick bags <input type="checkbox"/> ; Dustpan & brush <input type="checkbox"/> Large brush <input type="checkbox"/> ; Paper towels <input type="checkbox"/> Details of usage:   <p style="text-align: right;">continue overleaf if necessary</p>
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### Additional Comments (if any)

<p style="text-align: right;">continue overleaf if necessary</p>
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### Passenger Details

No. of frail/disabled passengers (defined as those needed help to board the minibus)	_____
No. of escorts	_____
No. of passengers over 60	_____
Total No. of passengers	_____

### Signature:

I confirm: Lights Off <input type="checkbox"/> Saloon Heater Off <input type="checkbox"/>	
Signed: _____	Organisation: _____
Print Name: _____	Date: _____

<b>FOR OFFICE USE ONLY</b>	Confirmed: _____	Date: _____
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Approved 12 02 2016