



Twyning Parish
Community Minibus

BOOKING AUTHORISATION AND COLLECTION

Twyning Parish Minibus Scheme

PART 1 Collection

Please complete

Date of Collection

/ /

Time of Collection

am/pm

Start Mileage

Date of Return

/ /

Time of Return

am/pm

End Mileage

Total Mileage

Name of User

Name of Driver

Driver Licence No

Usage Donation

£

Mileage Donation

£

Total £

Date

Method of Payment

For booking enquiries

07017 344688

minibus@twyningcouncil.co.uk

I hereby acknowledge collection of Twyning Parish Minibus

I confirm that I have read and understood the terms and conditions of use

I confirm the minibus is not being used for hire or reward by me or the User

I confirm that I have received the vehicle in good working order

I confirm that I have been made aware of any damage to the vehicle before use

I confirm that I am authorised to drive the vehicle on behalf of the User

I confirm that I am responsible for the minibus for the duration of this booking.

I confirm that I will pay the excess (of upto £500) in the event of an accident

Signed

PRINT NAME

Date

PART 2 Vehicle Return Document

I confirm that I have filled the vehicle with Diesel

Y/N

I confirm that I have cleaned the vehicle inside and out.

Y/N

I confirm that I have not damaged the vehicle.

Y/N

I confirm that I have updated the Vehicle Log Book as required

Y/N

I confirm that I have not removed any passenger seats

Y/N

Signed

PRINT NAME

Date

User Group:

I confirm that a donation of £

has been received by TPC for use of the Twyning Parish Minibus

Signed

PRINT NAME

Date