The Students’ Union will use the information provided in this form for the purposes monitoring the use of the minibus and ensuring its passengers safety and this purpose only. To enable passenger safety the information provided may also be shared with Police and insurance company (should an incident occur)

The information provided will be retained for a period of one academic year.

You can find our Privacy Notice on the Students’ Union website [www.northamptonunion.com](http://www.northamptonunion.com) and can contact enquiries@northamptonunion.com concerning the use of this data.

**Must be completed for all journeys**

**MINIBUS REGISTRATION**

**DATE**

**STARTING MILEAGE**

 **END MILEAGE**

**DRIVER FIRST NAME**

**SURNAME**

**GROUP**

**NUMBER OF PASSENGERS**

**Please list Name and Student Number of Passengers**

1 2 3

4 5 6

7 8 9

10 11 12

13 14

**BUS REPORT- Start of Journey**

Is the bus road worthy?

Was the bus clear of Rubbish i.e. empty food packages and bottles of drink?

 [ ]  Yes [ ]  No

If No give details:

Please note anything that you find unusual about the bus’s behaviour or any marks, dents or bumps on the bus:

How much Fuel has the bus got?

 [ ]  Empty tank [ ]  ¼ tank [ ]  ½ tank [ ]  **¾ tank** [ ]  Full Tank

**FYI- Manned petrol stations open until**

Tesco Weston Favell NN3 8JZ **9pm,** Morrison’s NN3 6AA **10pm,** Sainsbury’s NN5 5BB **11pm**

**PRE-DRIVE SAFETY CHECK**

 **EXTERIOR CHECK INTERIOR CHECK**

 **OK NOT OK OK NOT OK Windscreen washer fluid level □ □ Mirrors are correctly adjusted clean and unobstructed □ □**

**Windscreen and windows are clean □ □ Position and function/purpose of all dashboard controls □ □**

**Wipers and washers are properly working □ □ Position of driving seat so that all controls can be operated □ □**

**and undamaged comfortably**

 **Check for pressure on brake pedal □ □**

**Lights, including brake lights and indicators □ □**

**are clean and working Fuel level (and type of fuel: diesel) □ □**

**Tyre treads Visual Check including the spare □ □ Seat belts are undamaged and working properly □ □**

**Doors open and close properly □ □ Location of wheel brace and jack □ □**

**Damage or sharp edges □ □ Location and contents of first aid kit and fire □ □**

 **Extinguisher**

 **Location of relevant paperwork (insurance, breakdown □ □ emergency numbers and driving licence)**

**If you tick No to any of the above Exterior checks**

**DO NOT Drive the vehicle Access to charged mobile phone □ □**

 **Luggage is securely stowed and aisles and exits are clear □ □**

 **Damage or sharp edges □ □**

**Minibus must be returned clean and tidy i.e. bottles and wrappers removed and with windows shut and all doors locked.**

**Minibus must be returned with ¾ fuel tank**

If you have been unable to refuel please make arrangements to complete this the following day

**Remember the following terms and conditions**

* All passengers must be Students at The University of Northampton or an associate member to the University of Northampton Students’Union.
* The driver must complete all parts of the movement form for all journeys. \*
* Under no circumstances can alcohol be consumed on the minibus.\*
* The minibus must be returned to the SU in a clean and tidy condition. \*
* The minibus must be returned to the SU with at least **¾** tank of fuel. (Fuel card supplied for use at Tesco and Morrison’s, Sainsbury’s only)\*.
* All passengers must wear their seatbelt.
* Regular breaks must be taken, recommended 15 minutes every 2 hours of driving, 1 hour every four hours of driving.
* Any fines incurred for parking, speeding, including congestion charges are the student group/drivers responsibility
* Any damage must be reported to the SU on return. Complete the incident part on the movement form
* Any damage that is deemed to be caused through careless driving the Student group/driver will be liable for the repair costs.
* If you are involved in an accident which is your fault you will be liable to pay the insurance excess (please refer to the table of Excesses)
* The Students’ Union reserve the right to charge any additional mileage that exceeds over and above 10% of the original booking this will be charged to the Student group/Hirer
* Whilst you can book as many trips as you require throughout the year. You can only have a maximum 2 live bookings at any one time.

**\*failure to comply – May result in the withdrawal of use of the minibuses**

 **Date of Key Issue**

 / /

**Journey start time DATE**

 / /

 /

 / /

 /

**Journey End Time // DATE /**

**Actual Time and Date of Key Return**

/ /

**Signed Driver** ………………………………………………………………. I hereby declare that I will conduct ALL pre-drive safety checks on the

 Vehicle when I receive it or take over from another driver and the minibus will be returned to the SU in the same condition it was collected. Any new damage or issues will be reported