

Daily Minibus Check/Log Sheet

Registration **SL59 HVT**

DATE	DESTINATION	DRIVER(S)

Start of Day Mileage		Diesel Fuel Purchased	£
End of Day Mileage		Other Expenses:	£
Total Journey Mileage		Details	

ITEM	Checked	ITEM	Checked
Engine Oil		Dipped Headlights & Tail Lights	
Coolant Level		Full Headlights	
Brake Fluid Level		Indicators	
Power Steering Fluid Level		Brake Lights	
Screen Wash Topped Up		Hazard Warning Lights	
Tyre Pressures		Fog Lights	
Tyre Condition		Reversing Light	
Wipers		Seat Belts	
Mirrors		Drivers Pack	

Drivers Notes

1. **Receipts** must be obtained for any fuel, oil or parts purchased, and returned to the Treasurer for reimbursement.
2. In the event of an **accident** or **breakdown**, follow the procedures set out on the Minibus Information Card (which is kept in the Driver's Pack).
3. Record any accident details on the accident report form located in the Driver's Pack.
4. The **breakdown recovery number** is on the pouch on the left hand side of the windscreen.

SIGNED DECLARATION

I Understand that:

1. I must **inspect** the minibus before and after every journey, and note any damage or defects on the Defect Report Form located in the Drivers Pack.
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 Lothians Conservation Volunteers of any material change to my **driving licence** before driving the minibus.

SIGNATURE(S): _____

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