

# **MINIBUS BOOKING REQUEST**

Date.....

Log Book Ref ...../.....

Organisation .....

## **Contact Details**

Name .....

Address .....

.....

Phone No. ....

## **Trip Details**

Date(s) (and/or frequency if appropriate)

.....

Destination.....

Pick-up time & place: .....

Collection time .....

Return time .....

Number of passengers .....

Special requirements (eg wheelchair access)

.....

## **Driver Details** (*please ✓ & complete as appropriate*)

Organisation member willing to be authorised?

Name.....Phone.....

*or*

Volunteer driver required .....

## **Invoice Details** (if different from contact details above)

Name.....Address.....

.....

## **Details Confirmed**

**Signature** ..... **Date**.....

Office Use only

Driver details confirmed or testing arranged

Diary noted/driver form raised if necessary

Invoice details recorded