



MINIBUS CHECK LIST

The driver must conduct a pre-drive safety check prior to the start of the journey. This should be repeated whenever another driver takes over the vehicle. The driver should walk around the vehicle to check for visible defects. In case of breakdown, call the QBE Help Line on 0800 389 1708 and ask for AA assistance.

If stopped by the Police, the driver is personally liable for each of the following, so please ensure they are fully checked before starting your journey.

SMOKING, EATING AND DRINKING ARE NOT ALLOWED ON THE MINIBUS

PLEASE NOTE THE FOLLOWING MAXIMUM SPEEDS: 50 (single carriageway), 60 (dual carriageway), 62 (motorway) and, like all limited vehicles, minibuses are not allowed in the outside lane of 3 lane or more motorways.

Vehicle Registration: **WJ06 HVG** Drivers Name: _____

Date Out: _____ Time Out: _____ Start Mileage: _____

Date Back: _____ Time Back: _____ End Mileage: _____

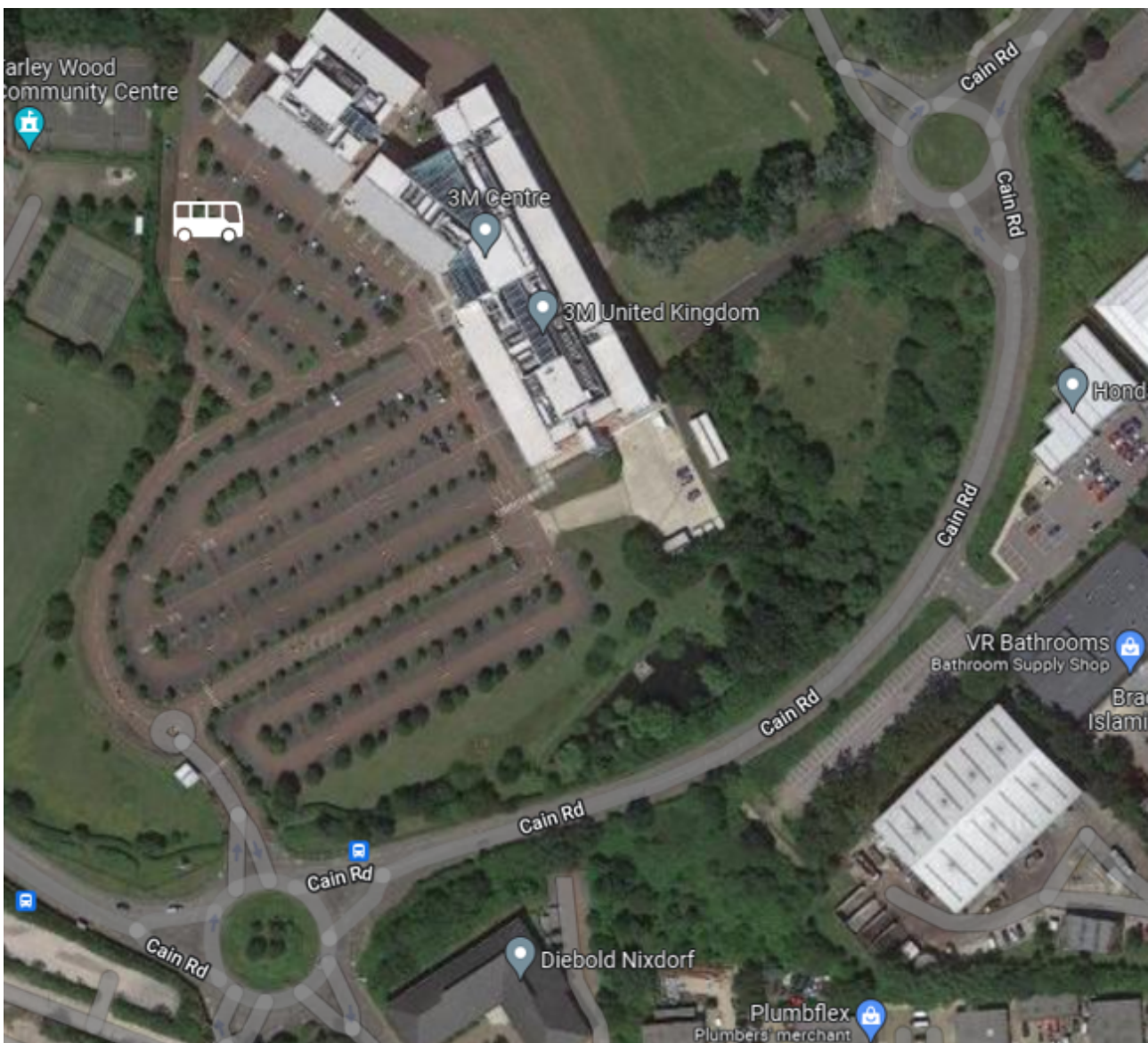
Ref	Check List	Y/N	Comments
1	The first aid kit, warning triangle, fire extinguisher, high vis and breakdown explanation are present		
2	The Section 19 Minibus Permit is valid and visible		
3	The oil, water and windscreen washer water levels are correct		
4	The tyres appear to be in good condition (minimum recommended tread is 2mm) and are adequately inflated		
5	The number plates are visible and secure		
6	The driving mirrors are correctly positioned		
7	The lights are clean and working, including brake lights and indicators		
8	The horn works		
9	The fuel tank is full of diesel? If not, indicate level		
10	The seatbelts function correctly and left fastened when the bus is returned		
11	The aisles and doorways are unobstructed and the minibus is clean and all rubbish removed on return		

12	All doors and windows are shut and locked. Note - the rear door has to be shut correctly, otherwise the central locking may not work.		
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Contact the minibus manager on 07951 884652 / minibus@2ndbracknell.org.uk to arrange collection of the minibus keys and to provide copies of driver licences (photo / pdf copy is acceptable), the £150 deposit and the hire fee (cash or cheque made payable to 2nd Bracknell Scout Group - sorry, our bank account does not permit bank transfers).

The bus is to be collected from and returned to it's parking space at:

3M Centre
Cain Road
Bracknell,
Berkshire,
RG12 8HT



Drive into the 3M entrance off Cain Road and if the main gates are closed (weekends / after hours weekdays), press the intercom buzzer and ask security to open. Security can also be contacted on 07971 224342.

Drive through the main gate and keep left at the mini roundabout and stop at the barrier. The barrier will automatically open. If the barrier does not open, press the intercom buzzer to ask security to open. Take the first turning on your left and keep left until you reach the bus parked in a lay-by on the left-hand side.

If you are leaving your car, please use a car park space near to where the bus is parked and inform 3M security and the minibus manager of your reg. number.

Please return the minibus with a full tank of diesel and then immediately return the keys to the minibus manager together with the completed checklist (photo / pdf copy is acceptable).

Whilst on-site at 3M please note the following:

First Aid – in the event that you require first aid assistance when collecting or dropping off the minibus please walk to reception if you are able to and request first aid assistance or if you are unable to, please contact the Security mobile phone on 07971224342.

Fire – in the event that you see a fire on the 3M site or hear the 3M Centre fire alarm sounding, please make your way to the Assembly Point which is by the main entrance barriers and layby and signed as such. In the event you see a fire or smoke whilst on the 3M site, please contact the Security mobile phone on 07971224342.

Smoking – Smoking is not permitted on site (this includes the use of vaping equipment) unless within the smoking shelter, located at the far left hand side of the building. Security can direct you if required.

Safety Observations – If you see an issue that has the potential to cause harm to anyone using the site, please contact Security Immediately.

PLEASE REMEMBER TO LEAVE THE MINIBUS WITH A FULL TANK OF DIESEL

Thank you - Minibus Manager: 07951 884652 / minibus@2ndbracknell.org.uk