

MINIBUS BOOKING FORM

Your booking will not be confirmed until this form has been received and your driver has been approved.



Name: Department / club / society: Who to invoice: P/O Number:

Contact Number: Email Address: Student ID (student booking):

What size minibus do you require? (number includes the driving seat)

17 seats 15 seats 14 seats

Do you require a driver? (this will be at an additional cost)

Yes No

If you do not require a driver, who would be the designated driver?

When do you require the minibus?

Start date: Start time: Return date: Return time:

Please specify where will you be travelling to and the reason for your trip

Address: Postcode:

Reason for your trip:

Sign: Date:

Please be aware that London's Ultra Low Emissions Zone (ULEZ) has now come into place within central London. If you are journeying through the ULEZ it is your duty to state this and pay the £12.50 charge. If we are not told and are fined we will pass on the fine to you through the invoice.

In order for the specified driver to drive this vehicle they must have completed a MiDAS test or have a D1 entitlement on their drivers license. We will require proof of this before handing over the keys. If you require further information or wish to make any changes please email fergus.adams@bucks.ac.uk or call **01494 601 600**.

FOR OFFICE USE ONLY:

Minibus given: Total mileage: Rate of mileage: Total cost: