

# Vehicle User Report

“Asda” OR “Government” Minibus (*Red AWD Ford Transits*)

All drivers are required to fully complete the details in this form and be UTASS Members

UTASS MINIBUSES MAY NOT BE USED FOR COMMERCIAL HIRE OR REWARD

Name of Community Organisation:.....

Organisation contact E-mail & phone:.....

**IMPORTANT INFORMATION:** For insurance purposes we must first have confirmation that you are aged between 25 & 70, have a clean driving licence and have had no accidents in the last 5 years. We do an online check in your presence, requiring NI details and will retain a copy of your driving licence in our UTASS Driver Register – **any changes need to be notified to UTASS immediately.**

To drive the “Asda” minibus you need to have D1 on your licence (15 seater minibus only).

UTASS expects Group Leaders from other organisations transporting young people to have completed the appropriate DBS checks.

*Induction Training is required to use the Minibus for the first time, preferably to MiDAS standard and prior notification + MiDAS training is required prior to the use of the Tail Lift and/or wheelchair access.*

Billing Address (including postcode):

.....  
.....  
.....

Driver/s.....

Driver/s contact E-mail & phone:.....

**IMPORTANT:** Should any damage occur during your use of this vehicle the hiring organisation /person is responsible for the first £250 of damage.

**MINIBUS REQUESTED: \* NU11 OGB (14+driver) / \* PJ66 SWN (9+driver)**

Date vehicle required:.....

Details of journey:.....

MINIBUS MILEAGE (from mileometer):START .....END MILEAGE:.....

**ON COLLECTION & RETURN PLEASE COMPLETE ALL DETAILS OVERLEAF WHEN CARRYING OUT THE WALK AROUND CHECK:**

It is a legal requirement to ensure all passengers wear seatbelts

**User check      UTASS check**

- **For external damage**
- **Doors unlocked**
- **Tyre condition (visual check)**
- **Fluid levels Oil, water OK**
- **Lights and indicators working and clean**
- **Wipers and washers in working order**
- **Mirrors intact and correctly positioned**
- **Windows and mirrors clean**
- **Horn in working order**
- **Seat belts in working order**
- **Fire extinguisher intact**
- **First Aid kit complete**    
Please advise in Defect Reporting section below if any first aid items used
- **Vehicle has sufficient fuel**
- **Log Sheet completed & left in Minibus**

**Drivers please note:** It is the driver’s responsibility to report any damage or defects in the space below and to carry out the return walk around check. The minibus must be returned clean, with the Log Sheet details completed and left in the vehicle. Thank you.

Defect or damage report below:

.....  
 .....

Driver signature on collection .....Date.....Time.....

Driver signature on return.....Date.....Time.....

**THIS FORM TO BE RETURNED TO UTASS MEMBER OF STAFF WHEN RETURNING MINIBUS KEYS**

**In the event of an accident / incident involving the vehicle please immediately contact:**

**Diane Spark on 01833 641010 or 07968 874968.**

**For UTASS use only: print out of Licence check using NI No (driver present)**

D1 licence & check copied       UTASS Member       Driver training offered

**Date of Induction Drive** .....