



Dirver Instruction Sheet

Trip day & date

Driver

Vehicle Registration No

Seeting Configuration

Number & Type of Wheelchairs

Clint Name

Address

Contact Number

Contact Number

Destination

Pickup point and time

Return Time (Departure Time)

Stops Requested

Other Requests

Notes for Driver

Driver to collect cash/cheque for:

Driver sign coach was clean before

Any incident on trip?

Any Accidents during this trip

Any lost Property ?

Please attach Parking Tickets for:

Was fuel required away from

Record any damage to coach

Record any bad behaviour

Record any Complaints

record any vehicle checks

Record any Parking or other fines

if you have been involved in an accident you must get wirness names and address's and contact phone numbers, and you will need to complate an accident statement as soon as possible upon your return to the depot.

If there has been any kind of incident during the trip plase hand in a statement as soon as possible.