



MID DEESIDE COMMUNITY TRUST – MINIBUS BOOKING FORM
13 seat / 16 seat (Circle requested bus/es)

Name of Organisation	_____		
Purpose for which vehicle is required	_____		
Date and period for which the Minibus is required (include collecting time)			
Start Date:	_____	Return Date:	_____
Time:	_____	Time	_____
Where will vehicle be kept overnight (if applicable)	_____		
Name of person to collect keys (if not approved driver)	_____		
Name of Driver(s) from "Register of Drivers"	_____		

Name of hirer	_____	Signature	_____
Address	_____	Date	_____
	_____	Postcode	_____
Tel. No	_____		
INVOICE ADDRESS IF NOT AS ABOVE	Name	_____	
	Address	_____	
	Tel. No.	_____	Postcode _____

Organisations must ensure that drivers hold a valid driving licence, MiDAS Certificate and are on our Register of Drivers. Any drivers aged over 80 must complete a medical and apply to DVLA to retain D1 on their licence.
 Drivers are responsible for checking the fuel (Diesel) level, oil level, water level, tyres, screen wash, bodywork and passenger lift.
Please report defects immediately to MDCT. Buses are to be returned clean and tidy, please refuel prior to return. You must read and accept the conditions of use of the vehicle. Full conditions are stated in the Minibus Hire Policy.

Signature of driver:	
I have read and accept the conditions for use of the minibus as detailed in the Minibus Hire Policy.	
Name	Signed _____
Address	Date _____
Tel No.	Post Code _____
DATE BOOKED IN DIARY	RECEPTIONIST'S INITIALS

Please return this form to: Mid Deeside Community Trust, The Victory Hall, Ballater Road, Aboyne, AB34 5HY ☎ 013398 85222 ✉ co-ordinator@mid-deeside.org.uk

Please note – The hire charge from **1st May 2014 is £1.05 per mile**, and there is a minimum monthly invoice value of **£20**. If you require a paid driver the charge is **£10.50** per hour. A cancellation charge of £20 will apply if the 48hr notice is not given in writing. We reserve the right to charge a fee of £20/day for late return of a bus.