

Minibus Guidelines

1. It is for School or Parent Association use **only**.
2. The minibus must be booked in advance. Check its availability on the calendar which is kept on the wall in the office.
3. Book on the calendar the time you will be using the minibus for leaving **and** returning.
4. If you are not driving the minibus yourself make sure you have a driver organised!
5. Send a letter home to parents in advance of the trip advising them that the children will be travelling in the minibus.
6. Don't forget to include a charge for petrol when costing your trip.
7. Make sure you log your journey, including mileage in the book in the minibus.
8. Make sure that the minibus is clean and litter-free after your journey. Leave it as you would expect to find it.
9. Remember to hand the keys back!
10. Please inform the office if the minibus is low on fuel.