

COMMUNITY BUS / RESPITE CAR DRIVER REGISTRATION APPLICATION

DRIVER DETAILS

NAME.....

ADDRESS.....

.....POSTCODE.....

DATE OF BIRTH.....

PHONE NUMBER.....

LICENCE TYPE.....

LICENCE NUMBER.....

LICENCE EXPIRY DATE.....

CONDITIONS on licence
(description of condition is on back of licence)

Community Bus Terms and Conditions of Hire read & understood. YES NO

Bus familiarisation checklist – see over page to complete.

DATE DRIVER EDUCATION/FAMILIARISATION COMPLETED/...../.....

**COPY OF CURRENT DRIVERS LICENCE MUST BE ATTACHED TO
THIS FORM**

Authorised Driver's Signature:

..... Date/...../.....

Witnessed by:

..... Date/...../.....

Bus Familiarization Checklist:

All drivers are to undergo a bus familiarization covering:

- Garage- roller door – use green button on key ring
- Checklist prior to driving - in ~~small blue~~ ^{white} folder - to be completed before each journey.
- Log Book - must be completed at commencement and end of trip.
- Refuelling – to be done after each journey if Harrow Garage is open. If not open, advise staff when returning key. When refueling at Harrow Garage, the cost is to be booked down to HBNC – details to be recorded on form in folder at Garage desk.
- Free standing step - Must be secured while bus is in motion. Legs to be folded down and step to be secure with "occi strap" underneath the back seats, via the back door
- Central locking - all doors are activated -one flash of the lights indicates all doors are locked, two flashes doors unlocked. If a door isn't closed properly the central locking won't work and the lights don't flash.
- Interior light - move switch towards windscreen (light goes off when door closes).
- Glow plug - when turning on ignition switch, the glow plug will briefly light up. When it goes off the plugs are warm and you can start the engine.
- Door buttons - similar to cars (Power windows Left & Right...etc)
Lights & wipers - also similar to cars
- Spotlights - are connected to the headlights. Spotlight control is to the right of the steering wheel. If spotlight button has been pressed, spotlight will automatically be ON when the high beam is on (green light shows), and will go off when the low beam is on (red light).
- ROOM switch - (to the left of the steering wheel) activates the interior lights.
- Reversing Mirror
- Bonnet release & Fuel Cap Release (below and to the right of the steering wheel).
- Fire Extinguishers: Two Dry Powder extinguishers, one at passenger entry near sliding door and one at back door.
- Passenger seats. Seat belts must be worn by all passengers.
Back four seats are folded up and can be put down into place - heavy.
- First Aid box, blankets and water are located at the back of the bus.

DRIVER SIGNATURE

DATE.....

Administration Form