



Aboyne Community Trust Minibus Booking Form

13 seater / 16 seater (Circle requested bus/buses)

Organisation _____

Purpose of Hire _____

Date and period for which the minibus is required (include collecting time)

Start Date & Time _____ Return Date & Time _____

Location vehicle will be kept overnight _____

Name of person to collect keys (if not approved driver) _____

Name of registered driver(s) _____

Name of Hirer _____	Signature _____
Address _____	Date _____
	Postcode _____

INVOICE DETAILS – If Not Same As Above (* Email Required)

Name _____ Tel No _____

Address _____

Email * _____

Organisations must ensure that drivers hold a valid driving licence and MiDAS Certificate, and must be on our Register of Drivers. Any drivers aged 70 or over must complete a medical and apply to the DVLA to retain D1 on their licence.

Drivers are responsible for checking the fuel level, oil level, water level, tyres, screen wash, bodywork and passenger lift. **Please report accidents/defects immediately to ACT. Buses are to be returned clean and tidy. Please refuel prior to return. You must read and accept the conditions stated in the Minibus Hire Policy, which is available on request.**

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 _____

_____ Postcode _____

Tel / Mob _____ / _____

Please return this form to:

Aboyne Community Trust, c/o Aboyne & Mid Deeside Community Shed, Cemetery Road, Aboyne, AB34 5DZ

☎ 013398 85222 ✉ co-ordinator@aboynecommunitytrust.org.uk

Please note – The hire charge from **1st October 2024 is £1.20 per mile**, and there is a minimum monthly invoice value of **£20**. If you require a paid driver the charge is **£12** 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.