

# Mandatory Pre-Departure Form A



## PASSENGER INFORMATION

**ESSENTIAL** - you must return this form to ENSA in person to B34 Merchiston or by e-mail to [ensa@napier.ac.uk](mailto:ensa@napier.ac.uk) **before** departing on your journey.

Incomplete data or missing forms will result in future transport suspension.

Club / Society:	Date of journey: __ __ / __ __ / __ __
Destination:	Driver Status: Student <input type="checkbox"/> Non-Student <input type="checkbox"/>
Driver's Name:	Driver's Mobile:
Driver's Next of Kin:	Next of Kin Number:

**ALL PASSENGERS** need to fill in their details below/overleaf and tick to indicate if they are a student or non-student (staff/associate/spectator).

1	Passenger name:	Student <input type="checkbox"/> Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:

2	Passenger name:	Student <input type="checkbox"/> Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:

3	Passenger name:	Student <input type="checkbox"/> Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:

4	Passenger name:	Student <input type="checkbox"/> Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:

5	Passenger name:	Student <input type="checkbox"/> Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:

6	Passenger name:	Student <input type="checkbox"/> Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:

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7	Passenger name:	Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:	

8	Passenger name:	Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:	

9	Passenger name:	Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:	

10	Passenger name:	Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:	

11	Passenger name:	Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:	

12	Passenger name:	Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:	

13	Passenger name:	Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:	

14	Passenger name:	Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:	

15	Passenger name:	Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:	

16	Passenger name:	Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
	Next of kin name:	Next of Kin Number:	

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# Mandatory Pre-Departure Form B



## DAMAGE OUT CHECK SHEET

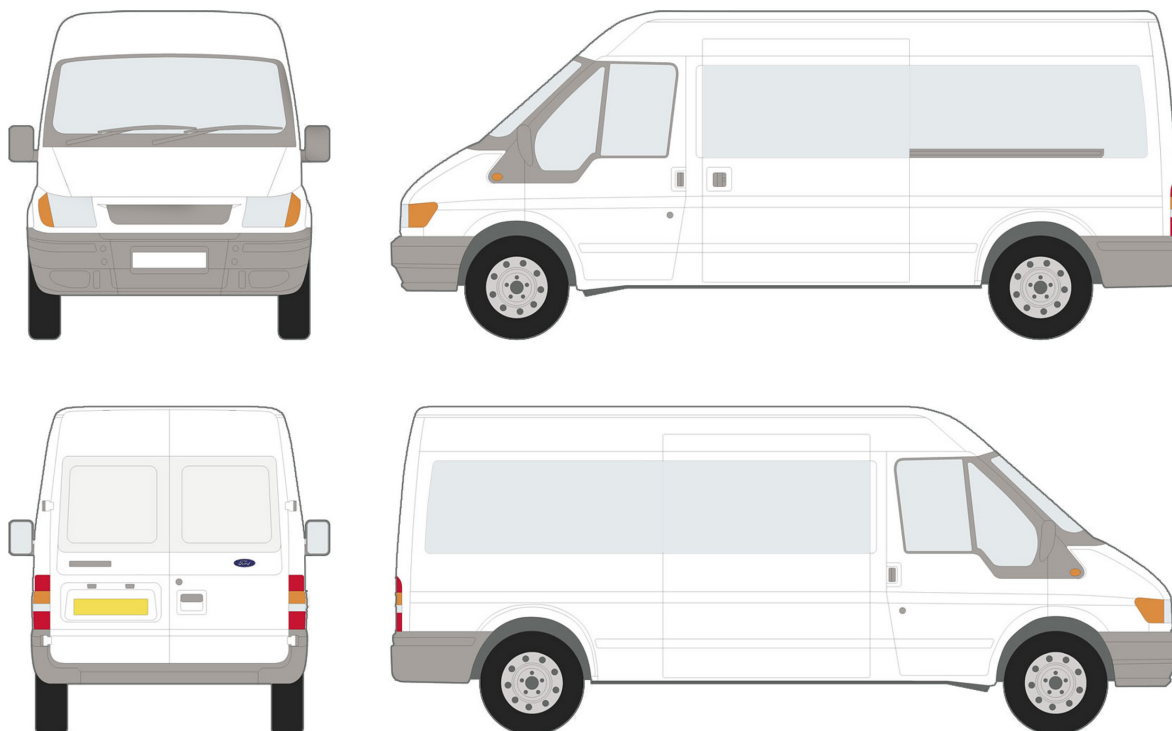
You should check the vehicle and fill in this form **PRIOR TO DEPARTURE.**

Please ensure you return this form to ENSA when your journey is complete.

Clubs/Societies will be held fully responsible for any damage unlogged and will be billed accordingly.

### DAMAGE OUT

Please mark the following diagram, indicating dents as (X) and scratch as (O).



Bus Registration	Date	Time	Club	Drivers	Destination
				1. 2.	

Mileage (start)	Fuel Level (start)	Interior Cleanliness (Good / bad / ok)	Exterior Cleanliness (Good / bad / ok)

# Mandatory Return Form C



## DAMAGE IN CHECK SHEET

- This form must be completed upon the **return** of your journey. The form can be handed in with the folder to ENSA at B34 Merchiston (when office is open) or handed in to Merchiston Reception (outwith office hours). Failure to complete this form will result in a £30 fine and possible ban for your club or society.
- Please refuel the bus to the level you received it at or your club/soc will be fined.
- If there has been any damage to the bus during your use please detail it on the diagram below and give further details overleaf. ENSA must be informed/pre-warned of the damage by calling the office whenever it re-opens (first thing) on 0131 229 8791.

### DAMAGE IN

Before return of keys/folder, mark the following diagram, indicating dents as (X) and scratch as (O).



Bus Registration	Date	Club	Print Names	Signature
			1. 2.	

Mileage (end)	Fuel Level (end)	Interior Cleanliness (Good / bad / ok)	Exterior Cleanliness (Good / bad / ok)

# **DRIVERS**

## **PLEASE NOTE:**

# **YOU ARE RESPONSIBLE FOR THIS BUS**

You are NOT insured to leave goods and equipment unattended in this bus,  
UNLESS special arrangements have been made with Endsleigh first.  
The bus should never contain an insurable risk of over £25000 in value.

## **BEFORE DEPARTING**

### **Have you...**

- Filled in mileage log
- Handed-in / e-mailed passenger info form
- Completed Damage Check Sheets
- Checked that Section 19 permit is displayed clearly
- Noted fuel level (take a phone on phone)
- All sections complete

## **AFTER RETURNING**

### **Have you...**

- Filled in mileage log
- Cleaned the bus - cleaner than when you picked it up!
- Reported any damage
- Handed in fuel receipts
- Filled fuel back to the level that you got it (take a photo on your phone)
- Handed in Damage Check Sheets (B & C)

# BROKEN DOWN?

Call the hire company's helpline (it will be listed in the paperwork they gave you).

If they cannot help call Minibus Plus helpline:

**0800 389 1708**

- Quote policy number: M000 255 76 MBP 18A
- Give them the vehicle registration number.
- Where are you? Location, street, postcode etc.  
This all helps speed up your recovery time.
- Give them your contact number.

# BEEN IN AN ACCIDENT?

If you have been involved in an accident and someone is hurt, don't hesitate to call the police or an ambulance on 999 if you need them.

However if nobody is hurt and nothing is urgent, call the police on 101.