



## MINI BUS HIRE

### REQUESTER

<b>NAME / HIRER:</b>	
<b>NAME / DRIVER:</b>	
<b>LICENCE NO:</b>	
<b>VALID LICENCE:</b>	
<b>DATE OF HIRE:</b>	
<b>DATE:</b>	

### AUTHORISATION

<b>AUTHORISED</b>	
<b>POSITION</b>	
<b>MINI BUS LICENCE NO:</b>	
<b>KEY LOCATION</b>	
<b>COSTS PAYED</b>	<b>£</b>
<b>DATE:</b>	

### **OTHER DETAILS**

REASON FOR MINI BUS HIRE

DESTINATION & MILAGE DETAILS		
	<b>MILAGE GOING OUT:</b>	
	<b>MILAGE ON RETURN:</b>	

DAMAGE TO THE MINIBUS: IF ANY DAMAGE HAS OCCURRED, PLEASE PUT DETAILS BELOW

WHO WAS TO BLAME?(PLEASE DETAIL REGISTRATION & CONTACT DETAILS IF APPLICABLE)

<b>SIGNATURE OF DRIVER/ HIRER:</b>	<b>DATE:</b>
<b>AUTHORISED BY- SIGNATURE:</b>	<b>DATE:</b>



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