

**LANCASHIRE COUNTY COUNCIL
APPLICATION FOR THE USE OF A
YOUTH AND COMMUNITY SERVICE VEHICLE**

On completion, this form should be submitted to the District Team Manager of the District in which the vehicle is based, OR if booked centrally, the Policy Development Officer, Youth and Community Service, 6 Fishergate Court, Preston, PR1 8QF.

PART A

Application to use vehicle Reg No:

Based at District:

Name of School/Youth and Community Unit/Organisation:

Driver: MIDAS Certificate No: Expiry Date:

When did you last drive a minibus? Date

Will you be towing a trailer? YES/NO If Yes, please state the Trailer Certificate No:

Position in School/Unit/Organisation:

Address and telephone no:

.....

.....

Co-driver: MIDAS Certificate No: Expiry Date:.....

Is a charge to be made to individuals using the vehicle, which may be deemed to include a charge for the use of the vehicle? Yes/No

If yes, please give the Small Bus Permit No:

Number of passengers to be conveyed:

Destination of journey:

Activities to be undertaken (see also Part B):

.....

Date and time vehicle required: date time

Date and time vehicle to be returned: date time

I have read and understand the European Driving Regulations in relation to the use of the minibus in Europe (if the vehicle is to be used for an International visit or Exchange).

Date: Signed:

PART B

To be completed if outdoor education or potentially hazardous activities are to be undertaken.

Activity	Instructor	Qualification

If an Outdoor Education Centre is providing its own instructors:

Name of Centre:

Activity	Instructor	Qualification

PART C

To be completed by County Youth and Community Officer (CYCO) if the vehicle is to be used for a journey with an outward-leg of more than 100 miles or outside the region.

The applicant (Driver) has approval to undertake the journey referred to in Part A subject to him/her being accompanied by (Co-driver).

Date:Signed: (CYCO)

PART D

To be completed by CYCO if the vehicle is to be used abroad.

I confirm: -

- That the journey referred to in Part A has been approved by the International Committee
- That I have received a completed International Checklist
- That at least one member of staff (name) has attended an International Briefing Day.

Date: Signed: (CYCO)

PART E

To be completed by the District Team Manager.

I confirm that: - (Please delete as applicable)

1. I approve the use of the mini bus for the activity listed in Part A. **YES / NO**
2. The vehicle is available when required. **YES / NO**
3. I am satisfied that the instructors listed in Part B meet with the requirements of Lancashire County Council qualifications. **YES / NO**
4. Part C has been completed by CYCO. **YES / NO**
5. Part D has been completed by CYCO. **YES / NO**

Date: Signed: (District Team Manager)

Or if centrally booked:

Date: Signed: (Policy Development Officer)
(Outdoor Education)