

VOLUNTARY ACTION RUTLAND COMMUNITY VEHICLE BOOKING FORM (CVBF01)

If you are a Transport User Group member and would like to book on of our Community Vehicles, please complete this form.

PLEASE SUBMIT TRANSPORT REQUESTS AT LEAST 10 WORKING DAYS BEFORE DEPARTURE

Return completed forms to:

VAR Transport Office, Rutland Community Hub, Lands' End Way, Oakham, Rutland, LE15 6RB

Or E-mail to transportmgr@varutland.org.uk and transportadmin@varutland.org.uk

Name of Registered Group:	
Address: <i>(including post code)</i>	
Name of person making the booking:	Contact Number:

Contact e-mail address:	Emergency Contact Number:
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Destination <i>(including post code)</i>	Estimated Time of Arrival: <i>(At Destination)</i>
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Date Required:	Time Required: <i>(Pick Up)</i>	Date of Return:	Time of Return: <i>(From Destination)</i>
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Any additional information, pick up point, requests or comments:

VEHICLE REQUIRED

VAR Car <i>(1 X wheelchair accessible and max 4 passengers)</i>	}	Wheelchair space required:	
VAR Car <i>(maximum 6 passenger seats without wheelchair)</i>		Number of passengers:	
Accessible Minibus <i>(13 passenger seats, various seating configurations)</i>		Number of passengers:	
		Number of wheelchairs/scooters	
Accessible Minibus <i>(16 passenger seats, various seating configurations)</i>		Number of passengers:	
		Number of wheelchairs/scooters	
Will you provide your own nominated driver? <i>(delete as appropriate)</i>	YES / NO	Do you require a VAR Driver?	YES / NO

NB: ALL BOOKINGS ARE SUBJECT TO VEHICLE AND DRIVER AVAILABILITY

It is strongly recommended that you contact the transport office prior to your departure to confirm the booking and details on;

01572 724705

Booking Confirmation *(office use only)*

Authorised	YES / NO	Booking Reference Number		Date Booked	
Operators Name:			Signature:		

Please print additional copies as required for future bookings