

# TRANSPORTATION

## COACH CONDITION SURVEY

In order to provide you with the best possible service, we have established a policy of asking party leaders to inspect the tour or transfer coach at the beginning and the end of your journey. This procedure is an invaluable support to identify any damage to the vehicle and who has caused it. We strongly urge you to complete the information required and retain for your records.

GROUP

COACH OPERATOR

### Start of the tour or transfer

The driver should welcome you to the coach and escort you on an inspection of the vehicle so that you can confirm it meets your requirements. Road conditions will determine the cleanliness of the exterior of the coach and it is very difficult to establish a precedent for this particular aspect. Please be assured that the coach was cleaned before departure from the depot. Fill in the form below indicating whether the facilities were functioning and or prepared to a satisfactory level.

FACILITY	OPERATIONAL / SATISFIED			COMMENT
Coach Interior	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Toilet Facility	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Seatbelts	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
PA System	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
DVD Player	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Air Conditioning	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Hot Water Boiler	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Fridge	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
COACH DRIVER SIGNATURE				PARTY LEADER SIGNATURE
Date		Time		Date

### End of the tour or transfer

Unfortunately from time to time we experience wilful damage or unacceptable levels of litter. Within our booking conditions it is stated that the persons responsible must cover costs for damage such as this. In order to prove beyond doubt that any damage to a vehicle has not been caused by your group you should inspect the vehicle at the end of the trip in conjunction with the coach driver. Both parties must sign below to confirm the condition of the vehicle.

FACILITY	OPERATIONAL / SATISFIED			COMMENT
Coach Interior	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Toilet Facility	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Seatbelts	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
PA System	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
DVD Player	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Air Conditioning	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Hot Water Boiler	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
Fridge	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>	
COACH DRIVER SIGNATURE				PARTY LEADER SIGNATURE
Date		Time		Date