**Mobile Laboratory Booking Form**

|  |
| --- |
| **For office use only:****Booking reference \_\_\_\_\_** |

***Please fill in the sections highlighted in yellow.***

*Instructions on how to submit your booking request are provided at the end of this form.*

|  |
| --- |
| 1. **PERSONAL DETAILS**
 |
| Name of person making the booking |  |
| School |  |
| Email |  |
| Phone number |  |
| Name(s) of additional driver(s), if any1 |  |
| 1*Each driver must complete a Driver’s Declaration Form and provide a copy of their driving license as per the instructions at the end of this form.* ***Only authorised drivers are permitted to drive the van.*** *If the van will not be driven but instead remain in-place in the Hawthorn’s parking space, please inform us of this when you submit your form.* |

|  |
| --- |
| 1. **DATES AND COST**
 |
| Requested dates for van booking (see [this calendar](https://teamup.com/ksgct215s29awtv77x) to check when the van is free) |  |
| Total number of days |  |
| Total cost2 |  |
| Budget code |  |
| 2*Cost per full day: £150. Cost per half day: £75. Fee negotiations and waivers are possible and interested parties are asked to contact* *targ-mobile-lab@bristol.ac.uk* *to discuss possible cost amendments where funds are not available.**Fuel costs**Please note that you are responsible for purchasing fuel for both the van and its generator if used –* ***fuel costs are not included in the booking cost****. The van will be provided with fuel but must be topped back up by the driver during/after use. Details on UoB’s policy for re-imbursing fuel expenses can be found here:* [*https://uob.sharepoint.com/sites/finance-services/SitePages/expenses-what-you-can-claim.aspx*](https://uob.sharepoint.com/sites/finance-services/SitePages/expenses-what-you-can-claim.aspx) |

|  |
| --- |
| 1. **ACTIVITIES AND SAFETY**
 |
| Briefly describe the purpose of your booking |  |
| Destination(s) |  |
| Equipment required (tick boxes) | [ ]  Phlebotomy chair[ ]  Storage boxes[ ]  Laptops (x 2)[ ]  Large table[ ]  Sink[ ]  Awning (roof only)[ ]  Awning (roof and side panels) |
| To use the van, you **must** meet the minimum requirement for first aid, which is:* At least one person present must have the necessary level of first aid training - this may be the driver, or another person who will be present at all times during van use.
* The necessary level of training is to have attended the ‘Emergency First Aid at Work’ (full day) training course, completed within the past year, **or** (if the certificate is 1-3 years old), to have attended an online refresher course within the past year.
* Alternatively, if the van will be parked at a location which provides trained first aid personnel (e.g., at an event, or community centre) this may be sufficient, depending on the activities you will be doing. If you will be relying on this first aid provision, please contact the venue in advance to confirm that personnel will be available and display their contact details prominently in the van during use.
* Trained medical professionals will automatically meet the first aid requirement.

Please describe the first aid training of the van driver and all others present during van activities.3 |  |
| 3*If you cannot meet the minimum requirement for first aid, we will be unable to authorise your booking; please undergo or book the necessary first aid training before contacting us.* |

|  |
| --- |
| 1. **DECLARATION**
 |
| By signing below, I hereby confirm that:COVID-19: My contact details may be stored indefinitely by TARG for the purposes of NHS Test and Trace. I would be responsible for contacting any other driver(s) or other person(s) as needed if requested to do so by NHS Test and Trace.The van will be returned topped up to the fuel level which it had at the beginning of my booking (to the nearest ¼ tank). The generator fuel will also be re-filled before returning the van at the end of my booking, if used.I (and all other drivers/van users) have read and understood the Mobile Laboratory Risk Assessment and have completed the relevant sections therein.I (and all other drivers) have read and understood UoB’s Driving at Work Policy (http://www.bristol.ac.uk/safety/media/po/driving-policy-po.pdf) and agree to adhere to the conditions in the policy.I understand that the laboratory section of the vehicle is only for use when the vehicle is parked and immobile, that no person should be transported in the laboratory section of the vehicle, and that all materials carried will be secured whilst the vehicle is in motion.

|  |  |
| --- | --- |
| **SIGNATURE**4 |  |
|  |  |
| **DATE** |  |

 |
| 4*A typed or scanned signature is acceptable.* |

|  |
| --- |
| 1. **HOW TO SUBMIT**
 |
| Email this form to targ-mobile-lab@bristol.ac.uk along with:* A completed Mobile Laboratory Risk Assessment5
* Driving license information **for each driver** comprising:
	+ A completed Driver’s Declaration Form5
	+ A scanned or photographed copy of their paper (if license pre-dates 1998) or photocard (1998 onwards) driving license
	+ For drivers with a photocard driving license, please also log on to https://www.gov.uk/view-driving-licence and provide a PDF of the ‘License Summary’ page
 |
| 5*Forms are available for download at:* [*https://www.bristol.ac.uk/psychology/research/brain/targ/targ-mobile-lab/*](https://www.bristol.ac.uk/psychology/research/brain/targ/targ-mobile-lab/)***Please allow plenty of time to process your booking request as documentation may take several weeks to authorise.****Thank you for your interest in the Mobile Laboratory!* |