



Instructions on how to Book Coaches in

1. If the booking is by telephone, please ensure:-
 - (i) the form is fully filled in
 - (ii) (in Bridlington) that the driver has an allocated pick up/drop off point and time – a form is provided to record this. Please remember that:-
 - (i) at Harbour Top up to 4 coaches can be allowed per 15 minute slot
 - (ii) at Leisure World 3 coaches can be allowed per 15 minute slot
 - (iii) to allocate a drop off/pick up time
 - (iii) (in Bridlington) that the driver can obtain the necessary proof letter
2. Once the e-booking form has been received, that an e-mail confirmation is sent back. In this acknowledgement, please include:
 - (i) a map(s) of how to reach the booked coach parks
 - (ii) briefing sheets for the relevant coach park (s)
 - (iii) (in Bridlington) a proof letter showing the driver's allocated pick up/drop off point and time. These should also be recorded on the office record sheet

A standard e-mail for this purpose is saved in the e-mail template stationary for coach.parking@eastriding.gov.uk

The subject line in this e-mail should read, "Confirmation of Booking at *Beverley/Bridlington* for *date*

3. (For telephone bookings) – Please e-mail a copy of the booking form to coach.parking@eastriding.gov.uk. This should only be done once per week, as an e-mail containing booking forms for the whole week.
4. (In Bridlington) Please e-mail the forms recording pick up/drop off times to coach.parking@eastriding.gov.uk at least once per month.
5. Copies of the booking form in Beverley will then be given to the Passenger Operations section of PSU and the Security Guard
6. Copies of all Booking Forms will be saved by PSU so that they are available again if needed
7. If you have any questions, please contact:

Paula Danby, Parking Manager – (01482) 39 5570

paula.danby@eastriding.gov.uk

David R Boden, Passenger Services Manager – (01482) 39 5521

david.boden@eastriding.gov.uk

Passenger Services Unit, East Riding of Yorkshire Council, 1st Floor, The Offices, Beverley Depot, Annie Reed Road, Beverley, HU17 0LF

Parking Services, East Riding of Yorkshire Council, 2nd Floor, The Offices, Beverley Depot, Annie Reed Road, Beverley, HU17 0LF