

Little Red Bus group registration form

Reg. No. (For office use):	
Name of group:	
Contact name:	
Address & postcode:	
Telephone number:	
Driver required? (please tick):	Yes <input type="checkbox"/> No <input type="checkbox"/>
Midas cert no. of driver(s)	

Please enclose your cheque for £10.00 made payable to HDCT. Thank you.

Please list details of all members in your group:

Name	Wheelchair?	Special needs

Please use continuation sheet if necessary.

HDCT Office Use Only

Charging Category

	A	Voluntary/Community Group Unfunded
	B	Voluntary/Community Group Funded
	C	Statutory Agency/Other

Registration fee paid:			
Invoice address if different:			
Supporting agency (if any):			
Referred by:		Date:	

Conditions of use of Harrogate District Community Transport minibus

The following is a summary of the terms and conditions relating to the use of the HDCT Mini Bus. Non compliance with these terms and conditions can result in facing several motoring offences, including driving without insurance.

The purpose of the journeys as well as of the body making them must be one or more of the following classes.

- Social Welfare
- Education
- Religion
- Or other activities for the benefit of the community

Provide that the vehicles are not used with a view to profit, or incidentally to an activity that is itself carried on with a view to profit.

If you are unsure about your position after reading the above please contact us and we will be happy to give you further information.

Rules

1. Drivers of the minibus must be over 25 years and have at least two years driving experience. All drivers must have a current Midas certificate.
2. Persons driving the minibus must have a full United Kingdom Driver's Licence covering GROUP "A". The following are not permitted to drive the minibus:-
 - (i) Persons having been convicted of a motoring offence within the last five years
 - (ii) Persons suffering from or having diabetes, epilepsy, a heart condition or any other disease or physical infirmity which could impair ability to drive.

All drivers must sign the enclosed agreement form and arrange to show their driving licence to the Harrogate District Community Transport Officer before driving the vehicle. All drivers will be registered volunteers of HDCT.

Harrogate District Community Transport Ltd
Unit 4 Saltergate Business Park Burley Bank Road
Killinghall North Yorkshire HG3 2BX
T: 01423 526655 F: 01423 528219 E: info@littleredbus.co.uk

www.littleredbus.co.uk

1. No drinking or smoking is allowed on the minibuses.
2. When picking up the minibus the tank will be full of FUEL and when returning the minibus the fuel tank must be filled up.
3. The driver of the minibus is responsible for filling in the log book accurately before and after each journey. The log book should not be removed from the minibus.
4. Any problems relating to the minibus must be brought to the attention of The TRANSPORT Manager as quickly as possible. Telephone Harrogate (01423) 526655.
5. The emergency doors to the rear and side of the minibus must be kept unlocked when traveling and the exits kept clear of passengers and luggage at all times.
6. The minibus must only be used for purposes directly related to the activities stated on the booking form.
7. The driver is responsible for paying any fines incurred by the vehicle whilst it is in their use.
8. The driver of the minibus is responsible for making daily checks of: oil / water - both washer and radiator / tyres / brakes / lights / fuel / visual checks for damage - record in log book. A vehicles safety check list is included in documentation.
9. Groups must ensure that the interior of the vehicle when returned is in a clean and tidy state. Failure to do this may mean a surcharge of £10 being made.
10. Only persons who are registered Voluntary Drivers or are paid drivers of HDCT may drive the minibus.
11. The minibus must at all times be driven in a restrained and orderly manner, within the requirements of the Road Traffic Acts, and in particular:-
 - (i) Should be driven within the designated speed limits in urban areas;
 - (ii) Should not be driven in excess of 50 mph on normal carriageways or 60 mph on dual carriageways and motorways;



CERTIFICATE NO. 2208

- (iii) Should not be driven otherwise than on metalled roads except where absolutely necessary and then only with extreme care.
- 13. Any damage to the minibus should be reported prior to the start of the journey or will otherwise be presumed to have occurred during the journey and therefore to be the responsibility of the driver and/or the Organisation or Group using the minibus.
- 14. The management group expressly reserves the right to recover from the driver and/or Organisation or Group using the minibus the cost of carrying out any repairs (including mechanical repairs) occasioned by the misuse of the minibus by the driver and/or Organisation or Group, including any damage presumed to have been caused in accordance with clause 13 above. In the event of an accident involving the vehicle, howsoever caused, also expressly reserve the right to recover from the driver and/or Organiser or Group any uninsured losses incurred by it.
- 15. The management group accepts no responsibility for
 - (i) Any personal effects including luggage etc which are left on the vehicle
 - (ii) In the event that the vehicle is involved in an incident leading to an insurance claim (Including accidents) the group or individual being provided with the transport service at that time will be responsible for the first **£250** of any claim.
- 16. Any defects or running problems occurring during a journey should be noted in the Log Book, the Transport Manager should be informed in writing when returning the keys or as quickly as possible

Booking arrangements

- 1. The management group reserves the right to cancel any booking without prior notification and cannot be held responsible for any loss, damage or inconvenience thereby caused.
- 2. All bookings are to pay in advance unless other arrangements have been agreed. Any adjustment must be paid within 7 days.
- 3. Bookings are to be confirmed in writing using the booking forms provided. It is important that you fill in all the details and send the information form to Harrogate District Community Transport Ltd. A post card will be signed and returned to you as confirmation of your transport service booking.

- 4. The drivers licence must be shown at least one week before the minibus is required.

For minibus booking purposes each day is divided into sessions, Morning, Afternoon and Evening. Boundaries for sessions are 12.00 noon and 18.00hrs.

Charges from 1 June 2006

Category A: Voluntary/Community groups – unfunded

Volunteer driver: £30.00/ session + fuel £60.00/day + fuel.

Paid driver: £60.00/session + fuel £120/day + fuel.

Category B: Voluntary/Community groups – funded

Volunteer driver: £35.00/ session + fuel £70.00/day + fuel.

Paid driver: £70.00/session + fuel £140/day + fuel.

Category C 3: Statutory agency/Others

Volunteer driver: £60.00/ session + fuel £120.00/day + fuel.

Paid driver: £85.00/session + fuel £170/day + fuel.

Collection procedure

The minibus will be at:

Arrangements for collection and return of keys will be made with the Transport Coordinator

Wheelchair clamps

All wheelchairs transported in the minibus should be clamped in position using the clamps and wheelchair restraints stored at the rear of the bus. Clear instructions on how to clamp a wheelchair in the minibus are displayed inside the rear doors of the minibus, please familiarise yourself with these. Seats can be temporarily removed from the minibus to make space for more wheelchairs, but must be put back and secured after use. All drivers are responsible for the safety of their passengers. Any passenger accident could result in a criminal negligence claim against the driver.

Security

Never leave the vehicle unattended unless it is securely locked and all windows are closed (take care to close and lock the rear sliding windows).

Insurance

The Management Group accept no responsibility for personal items, luggage etc. left on the vehicles.

Breakdown

IN THE EVENT OF A BREAKDOWN ALL VEHICLES ARE COVERED BY **MINIBUS PLUS**. DETAILS ARE AVAILABLE ON THE WINDSCREEN OF THE VEHICLE.

The Management Group has arranged cover for the vehicle with **MINIBUS PLUS**. Instructions relating to the operation of that cover are set out on a card on the front windscreen. Under the terms of that cover, in the event of breakdown, an attempt will be made to effect a repair. If a repair cannot be effected then the cover extends to the provision of a replacement vehicle so as to enable the driver and passengers to return to base. The replacement vehicle is not intended to enable the driver and passengers to complete an outward journey and the management group expressly excludes liability for any losses, damage or inconvenience arising out of any breakdown involving the minibus.

Reimbursement by the management group of the cost of emergency repairs to the minibus undertaken at the expense of the driver and/or passengers can only be entertained where supported by receipts, invoices and where the management group is satisfied, in its absolute discretion, that the need for the emergency repair was not occasioned by the use of the minibus otherwise than in accordance with these conditions.

Accident procedure

If the minibus is involved in an accident it is important that the driver should follow the procedures outlined below and collect accurate information. If the driver is unable to do this another person should do so.

- (a) Telephone the Police (if necessary the Fire and Ambulance) without moving the minibus as far as rescue or safety dictates.
- (b) Obtain the following information: Name and address of any person involved including witnesses, registration numbers, type of vehicles involved, time of accident and preferably a map and the insurance company of any vehicles involved.
- (c) Obtain a copy of any statement made to the Police. Do not admit to anyone that you are at fault; do not discuss the accident with anyone except the Police and this organisation.

NB MIDAS

IF YOU REQUIRE ANY INFORMATION PLEASE CONTACT THE OFFICE 01423 526655. REGULAR ASSESSMENT AND INFORMATION SESSIONS ARE HELD.

IMPORTANT:

An Administration charge of £10.00 will be charged if the vehicle is cancelled within 24 hours of designated use or in the case of the user not informing the office of cancellation.