



Registered Charity N° 269698

## Fordingbridge & District Community Association [Minibus]

36 Shaftesbury Street, Fordingbridge, Hampshire SP6 1JF

☎ (01425) 652 706

Avonway@btconnect.com

## Terms & Conditions of Hire

***Please keep this copy for future reference***

***A permanent copy will be held in the vehicle for driver reference***

The F&DCA accessible minibus is intended for the priority use of organizations in the Fordingbridge area whose travel needs require the use of an accessible vehicle. This is defined as one for the use of persons who have a disability, which makes travelling in a standard vehicle difficult or impossible. Please note: **ELECTRIC WHEELCHAIRS CANNOT BE CARRIED**

It is not the intention of the F&DCA that this minibus should take trade away from local businesses. If you are not a member of the Fordingbridge & District Community Association, and if a conventional carrier can meet your transport needs, please first seek their services.

You may be asked to pay a deposit in addition to the booking fee. The driver of the vehicle is fully and solely responsible for the safety of the vehicle and its fitments. The driver is also responsible for any traffic offences whether on the move or parked. The use of the disabled parking disc is not to be abused.

### **EMERGENCY NUMBERS**

In case of breakdown: Wrightsure Recovery 0800 011 3766

In case of accident inform Summit Insurance 01245 396 396

### **Booking Procedure**

First please ring 01425 652 269 to see if the minibus is available on the date required and to confirm that you have an F&DCA approved driver (see below). Then a provisional booking will be made and a booking form sent to you, or alternatively a form can be collected from the office at the Avonway Community Centre or downloaded from the Avonway website.

The completed Booking Form should be returned to the Vehicle Co-ordinator, Rick Neal, Forest Heights, Chilly Hill, Blissford SP6 2JF with the minimum fee (see below) and deposit, if requested. The booking will be confirmed.

If there has been any damage to the minibus or any serious problem in addition to contacting the emergency numbers given above, please telephone the Vehicle Manager's office (I N Newman Ltd) in office hours on 01425 656 286, or, if unavailable, the Vehicle Co-ordinator on 01425 652 269

Otherwise any minor problems should be noted on the Minibus Return Form.

### **Accredited Drivers**

In order to hire the Minibus you must secure the services of an accredited driver. If you do not have an accredited driver, the Vehicle Co-ordinator will be able to provide you with a list of drivers you can approach. If you have a driver you would like to get accredited to drive the F&DCA Minibus, then this can be arranged through a local trainer who will charge a modest fee. See the Driver Authorisation Procedure document (download from Avonway website or obtain from Avonway office) for further information.

## **Alcohol Consumption**

Drivers must ensure that they are compliant with the law at the start of the hire and must not consume alcohol during the period of the hire.

## **Hire fees**

There is a minimum fee for each hiring, to cover the cost of preparing the vehicle for use and checking it back afterwards. At the discretion of the Minibus Committee an additional deposit may be required, which will be returned if the vehicle and its contents are returned in a clean undamaged condition. The minimum fee and any deposit requested should be sent with the completed Minibus Booking Form. The fee will be deducted from the final invoice provided that the total cost of the hiring exceeds the minimum fee. Cheques should be made payable to the 'F&DCA Community Minibus.'

The minimum fee will not normally be returned if the booking is cancelled less than seven days before the hiring date.

## **Mileage charges**

Mileage charges, which include fuel and insurance, will depend on whether or not the hirer requires an accessible vehicle. Charges, together with the appropriate minimum fee, will be explained at the time of enquiry or provisional booking.

## **Invoices**

Invoices for the total cost of the hire, less minimum fee, deposit (if any) and fuel receipts (if any) will normally be issued after the end of the month. Final payment is requested within seven days.

## **Seating Configuration**

The F&DCA Minibus can be configured to take fifteen seated passengers or three wheelchairs, or various combinations between these two. The seating configuration will have been indicated on the Vehicle Booking form. For safety reasons seating configurations may only be changed by persons authorised by the F&DCA Minibus Committee to do so.

## **Fuel**

Where possible, the vehicle will be provided with adequate fuel to complete the anticipated journey. However, if it is necessary for the vehicle to be re-fuelled during the hire, please retain all VAT receipts and attach them to the completed Minibus Return Form. The cost of fuel will be deducted from the total amount of your invoice.

**NB: THE MINIBUS RUNS ON DIESEL FUEL.**

## **Parking**

The minibus has a 'blue' parking badge. This should only be used when the minibus is transporting at least one person who has a blue badge of their own and allows the minibus to be parked in spaces reserved for the use of drivers with a disability. Please do not abuse this parking privilege if you are not carrying any eligible passengers. The badge does not necessarily permit free parking.

## **In Case of Accident**

Insurance Accident Report Forms are held in the vehicle documentation folder located in the glove compartment in the driver's cab. In the case of an accident please comply with the insurer's instructions for dealing with the situation. If necessary, assistance can be obtained by contacting the Vehicle Manager's office (I N Newman Ltd) on 01425 656 286 or the Vehicle Coordinator on 01425 652 269

*Approved 12 02 2016*