

## Community Transport

Request for Booking Minibus, please complete a separate form for each trip, unless a regular, duplicate booking.

Name of Hiring Organisation	
Full Registered Address	
Email Address (Essential)	
Phone Number	
Contact Name	

Date(s)	Details of trip & Destination*	Bus Pick up time	Bus return time	Passenger Number	Do you require a bus with a Tailift No of Wheelchairs**	Driver/s name or state if a driver is required – fee applies

If a Volunteer Driver is required, please provide Pick up address if different from Organisations registered address	
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Repeat Booking	Frequency of booking (ie weekly/ monthly)	Until (End Date)
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- \* If your trip is to an area that has an ultra-low emissions or congestion charge, we need to see proof of paid charges before the trip date.
- \*\*Wheelchairs – passengers should transfer to a seat where possible. Should this not be possible the wheelchair must be tested for safety to ensure it is safe to transit a passenger on a journey. Please ensure you discuss this with us, and we can confirm.

If eligible, do you require use of a Blue Badge	
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For organisations providing their own driver, they are fully responsible for the driver. The driver is insured by RVS to drive but are not covered under our policies for any incidents not driving related.

I confirm that all drivers will hold a valid Midas Certificate and I understand that if this is a standard certificate, drivers cannot use the accessible equipment or transport passengers in wheelchairs. The driver must be 21 years or over, have held a full licence for at least two years and that it has the entitlement to drive a minibus of the type hired.

The drivers must carry out all the checks detailed on the hire sheet and complete all sections of form.

Drivers must read the notes overleaf on the hire form and accept responsibility for the safe use of this vehicle.

The hirer agrees, for the safety of all passengers, to adhere to the passenger numbers as advised by RVS. This also applies to advice given for securing and storage of wheelchairs and mobility aids.

Signature		Print	
Date		Job Title	

Please note that any booking is not definite, until RVS have confirmed back to you.

**IMPORTANT DRIVER NOTES – please retain.**

A pick-up time must be arranged with RVS staff and this is usually during office hours. Please come to: Reception, Civic Offices, Farnborough Road GU14 7JU.

Drivers must go through the safety checks when picking up the bus from the RVS Offices and complete the form provided.

1. No person may travel unless seated in one of the fixed seats provided or in a suitable wheelchair which has been properly secured to the vehicle with the specialist straps provided. The wheelchair user must also be secured with a specialist seat belt provided unless they hold a valid exemption certificate.
2. It is the driver's responsibility to ensure everyone, including wheelchair users, is wearing a seat belt (unless they hold a valid exemption certificate).
3. If the Minibus keys are lost the organisation is responsible for replacing the keys. If the driver is responsible for this loss, then the driver will need to pay the cost of replacement.
4. Smoking is not permitted in the vehicle or around the vehicle – driver or passengers. Do not leave the engine running, whilst loading the passengers even when cold.
5. Rushmoor Voluntary Services, its trustees and staff accept no responsibility for articles or items left on their minibuses. Anyone leaving articles or items on the minibuses does so at their own risk.
6. Please leave the minibus clean and tidy and return it to RVS at the agreed time please ensure that the booking form is completed with mileage and any concerns identified. RVS reserve the right to charge a cleaning fee if the bus is not in a suitable state.
7. Any buses returned late/next day will incur a late return fee of £45.

**ACCIDENTS**

If you are involved in an accident **DO NOT ADMIT LIABILITY.**

**Report to the Police if required by the Road Traffic Act and inform RVS as soon as possible.** Take details of other drivers, witnesses, and vehicles. Make a sketch and notes about the accident and any damage to all vehicles. RVS will advise our insurers.

RVS reserves the right to recover any insurance excess charge of up to £250 for our insurance excess and damage charges not recoverable from third parties.

**BREAKDOWNS**

In the event of a breakdown contact the **RVS Office** on 01252 398455, if between 8am–3pm, Monday to Friday, or at all other times **WRIGHTSURE RECOVERY** on 0800 243 783 or 01277 720718 quoting Policy Number 0510897. If the vehicle cannot be repaired at the roadside, please ask for it to be recovered to; **Deepcut Garage, 58 Mytchett Road, Mytchett, Camberley, GU16 6EZ**  
01252 545474

**Please do not have the vehicle recovered to our offices as we then have to pay to have it taken to a garage for repair.**

Our recovery cover includes all passengers being conveyed onwards to one location only. If your passengers need further transporting this is the responsibility of your organisation to organise and pay for.