

# Community First New Forest

## Community Transport Regular Booking Form 2017

Name of organisation: \_\_\_\_\_

Community First Membership No: \_\_\_\_\_

Contact Person for booking: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Email: \_\_\_\_\_

Person for invoicing: \_\_\_\_\_

Invoicing address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

E-mail: \_\_\_\_\_

Designated Driver: \_\_\_\_\_ MiDAS No: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Designated Driver: \_\_\_\_\_ MiDAS No: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

Designated Driver: \_\_\_\_\_ MiDAS No: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

(Please list all potential drivers and assistants – please use a separate sheet)

Passenger List Holder: \_\_\_\_\_ Tel No: \_\_\_\_\_

**Hiring Costs\*** Day Rate eight hours or more (Plus fuel costs)\* / Mileage Rate (Please delete as appropriate)

### Booking Details

Vehicle requested\* \_\_\_\_\_

Destination: \_\_\_\_\_

Estimated number of passengers \_\_\_\_\_ Is a Tail-lift required? Yes / No

Number of wheelchairs to be transported: Electric \_\_\_\_\_ Manual \_\_\_\_\_ Scooters \_\_\_\_\_

How many wheelchair users cannot transfer to a seat? \_\_\_\_\_

\* See booking terms and conditions and vehicle details sheet



# Community First New Forest

## Terms and Conditions of Minibus Hire

All hirers of CFNF minibuses must agree to these terms and conditions of hire

1. Minibus hire is available only to current, registered members of Community First New Forest (CFNF).
2. All drivers must provide evidence that they are MiDAS trained and have a current MiDAS certificate and driving license valid for the type of vehicle to be driven.
3. All drivers must ensure they are familiar with the controls of the minibus before they use it.
4. All drivers are responsible for conducting pre-drive safety checks as instructed in MiDAS training (please refer to safety sheet found in vehicle).
5. Drivers are to complete the log sheets kept in the vehicle at the start and end of hiring.
6. The hirer is responsible for any charges or fines relating to traffic or parking violations.
7. Drivers must also satisfy the requirements of any Road Traffic Legislation in force at the time of hire.
8. Minibuses cannot be hired to individuals or groups who are not registered charities or constituted voluntary groups (ie non-profit making organisations).
9. **Drivers must not be changed without giving prior notice to CFNF and the replacement must be approved to drive, and MiDAS trained. Failure to do this would invalidate the insurance cover. Details of drivers who are under the age of 25 must be forwarded to CFNF before driving, to enable us to inform our insurers.**
10. **Hirers** are responsible for up to £350 resulting from any damage which cannot be recovered from a third party. All damage must be reported within 24 hours. These costs are the responsibility of the organisation/group that books the bus (and not the driver). **Hirers** are responsible for operating our vehicles safely and legally. Vehicles must also be left in a clean and tidy condition, drivers are also required to check vehicles and ensure they are refilled with fuel – if vehicles are left in a dirty condition then CFNF reserves the right to impose a surcharge to cover reasonable bus cleaning costs.
11. Keys may not be kept by any group without the prior permission of CFNF or passed on to other users and they must always be returned on the day of use to the designated place.
12. CFNF reserves the right to refuse to hire its vehicles to any individual or organisation that persistently damages them or fails to comply with the above terms and conditions. Drivers having more than one blameworthy accident may be asked to undertake additional training under the MiDAS scheme. Drivers having more than two blameworthy accidents may be excluded from driving our vehicles.
13. Hiring rates are published from time to time and when changes occur. Hirers should acquaint themselves with the current costing arrangements and pay invoices when presented.
14. CFNF reserve the right to change these terms of conditions to align with any legal, operational or statutory requirements.