



WHEELS TO WORK SCHEME HIRE AGREEMENT

This agreement is between Community First New Forest (*CFNF*) and the *user*, or if the *user* is under 18 years of age, the *user's* representative. The initial period of this agreement is for three or six months. The maximum loan period will be 12 months.

Purpose of the loan

1	The prime use of the machine will be to access employment/vocational training (full or part-time) or to attend interviews as specified in the application.
2	The <i>user</i> must provide details of employment or vocational training, which will be checked by <i>CFNF</i> .

Prior to the loan

3	<i>CFNF</i> will purchase, tax and insure the machine.
4	<i>CFNF</i> will pay for a helmet, gloves, jacket, locking device and the premium for breakdown recovery.
5	The <i>user</i> must hold a current driving licence (this may be provisional).
6	The period of loan may only commence upon satisfactory completion of a Compulsory Basic Training (CBT) course. If the applicant has not already undertaken such a course, this will be provided at no cost to the applicant. Arrangements for the CBT will be made through <i>CFNF</i> .
7	The <i>user</i> must pay a deposit of £68 - £80 depending on age/moped, and provide all requested documentation.

During the loan

8	Weekly hire charges:-	Age of hirer	50cc moped	110/125cc moped
		Under 21	£17.00	£19.00
		21 or over	£17.50	£20.00
9	The <i>user</i> will be responsible for the day-to-day maintenance of the machine, which must be kept in a clean, tidy and roadworthy condition. Spot checks will be carried out.			
10	The <i>user</i> will be responsible for ongoing expenses such as petrol and oil.			
11	The moped will be regularly serviced through <i>CFNF</i> .			
12	The <i>user</i> must report faults to the Wheels to Work Co-ordinator at <i>CFNF</i> straight away.			
13	The <i>user</i> will be charged for the costs of breakdown recovery where the problem is due to user negligence.			
14	The moped will be supplied with a starting key, the <i>user</i> is responsible for the safekeeping of the key and will be charged £30 if it is lost or not returned with the moped at end of their hire period. The security chain must also be returned, loss of padlock keys or non-return will incur a charge of £15.			
15	The <i>user</i> will be responsible for all fines incurred during the loan period.			

Use of the machine:

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Registered Charity no: 1068964, Registered Company no. 3483827

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16	The machine must NOT be loaned to any other <i>user</i> .
17	The machine must NOT be used to carry passengers at any time.
18	The machine must NOT be used on public footpaths or pavements, and should be ridden according to the rules in the Highway Code at all times.
19	The machine must NOT be used off-road at any time.
20	The <i>user</i> must NOT drink alcohol & ride, nor ride under the influence of any other drug.
21	The <i>user</i> will be responsible for compliance of the law at all times.
22	50cc machines must NOT be de-restricted for any reason.

Insurance

23	<i>CFNF</i> will insure the machine and will hold the policy documents and certificate of insurance. The <i>user</i> is not insured to ride any other machine that is not allocated to him/her by the scheme.
24	The Insurance policy is "Comprehensive", and potentially provides cover for: accidental damage, fire, theft, damage to third parties & their property, public liability, legal expenses, limited medical expenses (up to £250), and limited personal effects (up to £150).
25	If required by the police to present evidence of insurance, the <i>user</i> should refer them to the Wheels to Work Co-ordinator at <i>CFNF</i> .
26	The <i>user</i> is responsible for the security of the machine at all times. The machine is supplied with a security device, which should be used at all times. Every effort should be made to keep the machine in a locked building or under cover at night.
27	Insurance cover is subject to a £250 insurance excess. This will normally be covered by <i>CFNF</i> . <i>CFNF</i> will decide whether to make a claim on the insurance for any particular incident.
28	The <i>user</i> will pay for any damage caused through negligence (e.g. failure to top up oil) or wilful misuse (e.g. doing wheelies, riding off road) while the moped is in their care. Other repair costs to ensure the moped is road worthy will normally be covered by <i>CFNF</i> .

Safety

29	The <i>user</i> must wear the supplied safety helmet, gloves and jacket provided by W2W at all times. Stickers must not be attached to the helmet under any circumstances.
30	The wearing of safety clothing is the responsibility of the user; it is strongly advised to wear protective trousers and strong boots. Head lights should be on at all times when riding.
31	The <i>user</i> must adhere to the training provided and also participate in a Risk Assessed Safety Ride with our trainer, within 6 weeks of the start of the loan. <i>CFNF</i> will provide this free of charge.

Contact with the scheme

32	The <i>user</i> must inform the Wheels to Work Co-ordinator in the event of any incident, accident, mechanical fault, breach of the road traffic act, or request by the police for documentation.
33	The <i>user</i> must inform the Wheels to Work Co-ordinator in the event of any changes in circumstances, e.g. change of address, bank/card details, mobile or phone number, change of employer or conviction.
34	The <i>user</i> must maintain at least monthly contact with the Co-ordinator.

Termination of loan

35	At the end of the loan period the deposit will be returned less the cost of any repairs due to negligence and additional charges may apply.
36	It is the <i>user</i> responsibility to return the machine to the garage at the end of the hire. If collection of the bike is necessary the cost will be charged to the <i>user</i> .
37	If the <i>user</i> returns the machine within 8 weeks of commencement of hire then the deposit will be retained by <i>CFNF</i> to help offset costs.
38	If you have paid your deposit and then withdraw from the W2W scheme, <i>CFNF</i> may retain up to 50% of your deposit to cover any costs/expenses incurred up to that point.

CFNF retains the right to withdraw the loan at any time, without notice, for any of the following reasons:

The <i>user</i> fails to ensure sufficient funds are available for weekly hire charge payment;
The <i>user</i> is not looking after the bike correctly;
There are concerns about the <i>user's</i> driving ability and safety awareness;
The moped is used at any time by anyone other than the <i>user</i> ;
The <i>user</i> fails to comply with the law;
The <i>user</i> ceases employment or fails to seek/find employment;
Any payments due from the <i>user</i> are in arrears;
The <i>user</i> fails to keep to the contact requirements;
Any other reason deemed justifiable by <i>CFNF</i> .

Driving licence number.....

Expiry date Country of issue

I agree to abide by the terms and conditions listed.

Name.....

Signed Date

To be signed if user is below 18 years of age:

I, being the parent/guardian/guarantor of agree to him/her participating in this scheme and will endeavour to see that he/she complies with the terms and conditions.

Signed Date

The information given will be kept for the purposes of maintaining our Wheels to Work administration. **Please tick the boxes below to give your consent** on how we will communicate with you and use your personal information.

I give consent to my information being kept on Community First New Forest's (*CFNF*) system for administrative purposes.

I give consent to receiving emails, mail, social media posts containing information on Wheels to Work and updates.

I give consent for *CFNF* to share my personal data with external organisations, should it be necessary for the purposes of delivering this service to me.

You can view our Privacy Notice at www.cfnf.org.uk/privacy-notice