



**Bassetlaw**



**Centre**



# MINIBUS HIRE PROCEDURES TERMS AND CONDITIONS

## INTRODUCTION

This document sets out the procedures and terms and conditions for hiring the minibus operated by Bassetlaw Action Centre.

Our minibus service is only available to non-profit making community and voluntary groups in the Bassetlaw area who have to be registered with the Bassetlaw Action Centre.

The minibus cannot be hired for activities (or as part of activities) which are profit making. This means that the minibus cannot be hired by a private residential home, a private nursing home or a private nursery.

Whilst on hire, the minibus can only be driven by someone who is on the Bassetlaw Action Centre Register of Drivers.

The minibus is operated under a Section 19 Permit and every hire is carried out under the terms of the Permit.

It is important to realise that demand for hiring the minibus often exceeds the availability of the minibus and, therefore, we cannot guarantee that a member will be able to make all the bookings they would like.

## MINIBUS

The minibus is fitted with a passenger-lift and has removable seats to allow the carriage of passengers in wheelchairs.

The salon seats in the minibus are fitted with inertia reel restraint systems. All passengers must use the available restraint systems at all times, unless they hold a medical exemption certificate.

The seating capacities for our minibus are:

Maximum number of <b>passenger</b> seats	Maximum number of passengers in manual wheelchairs	Maximum number of passengers in powered wheelchairs
<b>Minibus 1:</b> 13	2	2
<b>Minibus 2:</b> 12		

N.B. The maximum number of seats is reduced when carrying passengers in wheelchairs.

The minibus is equipped with:

- Wheelchair clamps.
- 4-point webbing restraints.
- Restraint systems for passengers travelling in wheelchairs.
- A spare bulb and fuse kit.
- A spill pack.
- A first aid kit.
- Two fire extinguishers.
- A de-icer and scraper.
- The Bassetlaw Action Centre Driver's Pack.

The Bassetlaw Action Centre Driver's Pack contains a copy of:

- Bassetlaw Action Centre Minibus Information Card.
- Bassetlaw Action Centre Minibus Hire Policy.
- MiDAS Minibus Driver's Handbook.
- Vehicle Manual.
- Blue Badge Scheme Leaflet.
- Local Road Map.

## **DRIVERS**

Every Bassetlaw Action Centre driver is fully qualified under the MiDAS scheme. Drivers also undertake additional training in areas such as Minibus Fire & Evacuation Procedures.

## **MAKING A BOOKING**

When a group requests a hire, Bassetlaw Action Centre may accept the booking subject to driver availability. Bassetlaw Action Centre will make every effort to find a driver and will inform the hirer of the outcome as soon as possible.

It is also important to be accurate about the number of passengers travelling in fixed wheelchairs. For example, if the minibus is set up to carry one person travelling in a wheelchair, the driver can only pick up one such passenger. It is also important that any folded wheelchairs or walking frames are disclosed on booking to ensure space provision on the minibus. Undisclosed walking frames and wheelchairs will not be transported.

It is the hirer's responsibility to provide Bassetlaw Action Centre with accurate information about the destination and/or venue. This includes details about the precise address, identification of any hazards, and the provision (where necessary) of directions.

One-off bookings can be made over the telephone or, if you wish, in writing. Requests for regular bookings **MUST** be made in writing and should state dates and times for each booking.

The minibus must not be used for the carriage of goods.

**The office telephone number is 01777 709650 and the e-mail address for bookings is [minibus@actioncentre.org.uk](mailto:minibus@actioncentre.org.uk).**

## **EMERGENCIES**

You **MUST** be able to provide a contact telephone number that will be staffed during the time of the hire. This is especially important for hires out of normal office hours. If you do not provide such a telephone number, Bassetlaw Action Centre cannot be held responsible for any failure to inform

you about any emergency or other problem associated with the hire: e.g. a breakdown on the way to the first pick-up.

## **CHARGES**

**All users must be registered members before using the minibus and pay the relevant fee.**

An estimate of cost for each journey will be provided on booking. When confirming a booking Bassetlaw Action Centre reserves the right to request a deposit of £50 with confirmation. This will be non-refundable in the event of cancellation by the client.

An invoice will be provided immediately after hire has taken place which must be paid within 14 days.

## **VEHICLE BREAKDOWNS**

The Bassetlaw Action Centre Minibus is covered by a Breakdown Organisation. This includes "Home Start" and "Recovery". The MiDAS Minibus Driver's Handbook contains general details about what to do in the event of a breakdown or accident. More specific information is provided on the Bassetlaw Action Centre Minibus Information Card. Bassetlaw Action Centre will accept no liability for any losses incurred due to vehicle breakdown, we will however do our utmost to find a replacement vehicle.

## **OFF-ROAD USE**

The Bassetlaw Action Centre Minibus should not be driven "off-road". If a driver causes loss or damage to the Bassetlaw Action Centre minibus by going "off-road", the cost of any necessary repairs will become the hirer's responsibility.

## **CHILDREN**

It is a requirement that all children (up to 16 years) sit in forward-facing seats and wear seatbelts. Remember that young children are required to use appropriate seating, e.g. baby carriers, child seats and booster cushions. Please note that with the type of seating in the Bassetlaw Action Centre minibus some baby carriers, child seats and booster cushions may not fit correctly so it is required that this is checked before the date of hire and it is the driver's responsibility to make should all children are seated appropriately and safely.

## **ESCORTS**

Bassetlaw Action Centre is unable to offer an escort service with driver minibus hires. It is, therefore, the responsibility of the hirer to provide a reliable and competent escort when required. An escort is compulsory if children or other vulnerable passengers are to be carried. Bassetlaw Action Centre reserves the right to refuse a booking if a suitable escort cannot be provided.

## **PASSENGER SAFETY**

Bassetlaw Action Centre drivers will not be responsible for lifting a passenger during the course of a hire.

It is the hirer's responsibility to assess each passenger's ability to use the steps or passenger lift when boarding or alighting from the Bassetlaw Action Centre minibus. Similarly, it is the hirer's responsibility (where applicable) to assess each passenger's ability to transfer safely from a wheelchair to a seat in the Bassetlaw Action Centre minibus, and from such a seat to a wheelchair. Bassetlaw Action Centre reserves the right to make its own determination about the

use of steps or a passenger lift, and similarly about a transfer to and from a minibus seat, if the driver believes that safety has been compromised by the hirer's assessment.

## TERMS & CONDITIONS OF VEHICLE HIRE: GENERAL

Bookings for vehicle hires are only accepted from members of Bassetlaw Action Centre. It is the responsibility of the member, not Bassetlaw Action Centre, to ensure that bookings made in the name of the member are made by authorised personnel (e.g. by using an Order Form). A member is responsible for payment of any hire, accepted in good faith by the Bassetlaw Action Centre booked in its name.

1. On booking we may require a non-refundable deposit of £50 to secure the availability of the minibus. Should a group fail to turn up for a booked hire, or give less notice than 48 hours of cancelling their hire, Bassetlaw Action Centre reserves the right to levy a charge of £50 per day for each day cancelled.
2. All accounts must be paid promptly. Invoices are sent out on the completion of the journey, and must be paid within 14 days. Bassetlaw Action Centre reserves the right to refuse bookings to any group whose account is overdue. Non-payment of invoices will result in loss of membership.
3. Drivers and Passengers are not allowed to smoke by law in the Bassetlaw Action Centre Minibus.
4. No alcohol may be consumed on the minibus at any time.
5. The minibus must be returned in a clean and tidy condition: all rubbish must be removed from the vehicle before the end of the hire. Failure to do so may result in a £25 surcharge being added to the hirer's invoice.
6. Bassetlaw Action Centre reserves the right to reject, cancel or vary any booking if the purpose for which the vehicle is to be used is inconsistent with the aims, objectives or rules of the Bassetlaw Action Centre.
7. In the event of cancellation or change to a booking by Bassetlaw Action Centre no liability can be accepted for any loss, financial or otherwise, arising from our failure to provide a vehicle, and the Bassetlaw Action Centre cannot be held responsible for breach of contract in such circumstances.
8. A signed copy of the terms and conditions will be required with booking confirmation.

Group Name			
	DATE	NAME	SIGNATURE
Group Hire Contact			
Bassetlaw Action Centre Co-ordinator			