

# Terms and Conditions of Minibus Use

**Trips restricted to 100 miles per day. Fuel used must be replaced.**

**Excess mileage charged at 15p per mile.**

**Your group is liable for the first £500 insurance excess against any damage to vehicle.**

**Vehicles returned in an untidy condition will incur a £20 charge for cleaning.**

**Only authorised drivers may drive the vehicle.**

**Seat Belts to be worn at all times.**

**The driver is legally responsible for the vehicle he/she is driving and for the safety of the Passengers**

**You must satisfy yourself that the vehicle/trailer is road worthy for every journey before you drive it**

## Nil Defect Report

### Checklist for Drivers

Side lights.....

Head lights.....

Indicators.....

Brake lights.....

Number plate lights.....

Hazard lights.....

Horn.....

Washer/Wipers.....

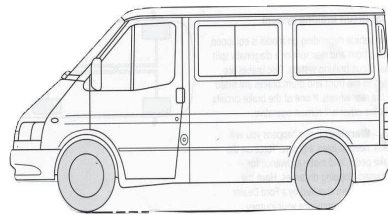
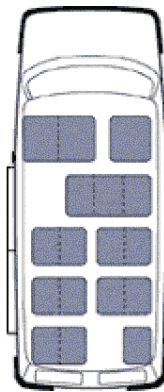
Jack/ wheel brace.....

First aid kit.....

Fire extinguisher.....

Trailer Correctly Fitted  
To Tow Ball.....

Emergency contact No...



Mark any Damage found on the appropriate diagram

F

Fuel out E.....1/4.....1/2.....3/4.....F

Tyres

Fuel in E.....1/4.....1/2.....3/4.....F

R

**It is the Drivers responsibility to complete this form and return it to Play Away**

Drivers name \_\_\_\_\_ Signed \_\_\_\_\_

Contact number \_\_\_\_\_

Vehicle Registration.....

Staff Comments: Vehicle going out. Signed out by \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Staff Comments: Vehicle on return. Signed in by \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Additional Information Form:**

Medical Details:

Please give details of any condition, disability or special need you have or have had which would affect your ability to drive safely now or in the future:

\_\_\_\_\_

\_\_\_\_\_

Conditions of health/disabilities that **MUST** be reported are listed on the VOSA web Site [www.vosa.gov.uk](http://www.vosa.gov.uk)

Driving Licence Details:

Licence No: \_\_\_\_\_

Valid From: \_\_\_\_\_ Valid To: \_\_\_\_\_

Endorsements: Yes  No

If 'Yes' Please give details: \_\_\_\_\_

\_\_\_\_\_

Have you had any convictions during the past 5 years for an offence in connection with a Motor Vehicle?

Yes  No

If 'Yes' are there any prosecutions pending? Yes  No

Please give details (as on licence): \_\_\_\_\_

\_\_\_\_\_

Have you been involved as a driver in an accident in the past 5 years?

Yes  No

If 'Yes' please give details: \_\_\_\_\_

\_\_\_\_\_

Declaration:

I declare that the details given above are correct to the best of my knowledge. I agree to exercise all due care for the safety of my passengers and the security of the vehicle whilst it is in my charge. I undertake to inform Liverpool Community Transport of any subsequent illness, condition or event which may affect my ability to drive the minibus.

Driver's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Liverpool Community Transport**  
**14 Grundy Street**  
**Liverpool L9 5SG**  
**Tel: 0151 207 5400**  
**Fax: 0151 207 5401**

Reg Company no 1766436

Reg charity no515736

**Play Away**  
**c/o The Secretary**  
**Eshton Grange**  
**Gargrave**  
**Skipton**  
**North Yorkshire**  
**Tel: 01756 749334**  
**Fax: 01756 749962**  
Reg Company no 5098573

Reg charity no 1105377

*Dear Group,*

We would like to take the opportunity to set out some ground rules concerning the use of our minibuses for your group during your stay.

The driver of the minibus must be aged 25 or over and carry a D1 license OR have passed their driving test before 1997.

Drivers must produce/fax their license at least two weeks prior, before use of the vehicle (s). If you have a card license we also require the counterpart (Paper).

Drivers are responsible for the vehicle at all times, including daily checks and reporting any defects to staff. In regard to trailer use, you as the driver must ensure that the trailer is connected correctly and the laden weight limit is adhered to.

You must make yourself aware of the legal responsibility of a mini bus driver. Information can be found on the VOSA website here [www.VOSA.gov.uk](http://www.VOSA.gov.uk)

Charges start from 60p per mile for the buses, (this includes insurance).

On collection of the minibuses fuel is provided, you must return it with the same amount of fuel.

If any of the buses are returned and the inside is not cleaned you will be charged an extra £20 for an internal valet on each bus.

A trailer is provided for transporting luggage, you must use this. Information is available on the VOSA website regarding the correct and legal use of trailers.

[www.dft.gov.uk/vosa/repository/Quick%20guide%20to%20towing%20small%20trailers.pdf](http://www.dft.gov.uk/vosa/repository/Quick%20guide%20to%20towing%20small%20trailers.pdf)

You will be shown how to hitch the trailer by either a member of L.C.T. or Play Away staff.

Please contact if you require further information.

Yours Sincerely,

**Tommy Crofton, Manager, Liverpool Community Transport**