

MINIBUS HIRE – BOOKING FORM

Unity Transport, Bus Station, West Street, Andover SP101QP
Tel: 01264 356808 Email: transport@unityonline.org.uk

BOOKING REF:

ORGANISATION NAME:		CONTACT NAME:		CONTACT EMAIL & NUMBER/S:	
DAY & DATE OF TRIP:		START ADDRESS (inc postcode):		DEPARTURE TIME (from start address):	
NO. OF MINIBUSES REQUIRED:		DESTINATION (inc postcode):		DEPARTURE TIME (From Drop off Point):	
TOTAL NO. OF PASSENGERS (inc. escorts)*: Adults: Children (under 12 or under 135cm tall):		NO. OF SHOPPING TROLLIES:		<p><i>*(please note: It is the group's responsibility to carry out risk assessments on their passengers and hold a passenger list/ emergency contacts)</i></p> <p><i>** (please note: no. of seats will be reduced & a wheelchair risk assessment must be completed prior to travel. <u>Only wheelchairs that have been crash tested and deemed safe to transport will be taken on the minibus</u> – please contact the office for a risk assessment form or for more information)</i></p>	
TAIL-LIFT REQUIRED Yes/No		NO. OF WHEELCHAIR USERS TO TRANSFER TO A SEAT:			
NO. OF WALKERS (non-folding):		NO. OF WHEELCHAIR USERS TO REMAIN IN WHEELCHAIR**:			
NO. OF FOLDING WALKERS:					
Vehicle Allocated to this Task					

ARE YOU PROVIDING YOUR OWN DRIVER/S: Yes/No	DRIVER'S NAME/S:
HAS THE PERSON/S NAMED ABOVE DRIVEN A UNITY MINIBUS?	DRIVER'S PHONE NUMBER/S:
<i>(please note: Copies of your drivers licence, DVLA driving history and MiDAS certificate and any motoring conviction in the last 5 years, also any motor accidents in the last 5 years must be provided prior to your journey /hire of Mini bus. Drivers can only operate tail-lifts if they hold an Accessible MiDAS)</i>	DRIVER'S EMAIL/S:
	DRIVER'S DRIVING LICENCE NO:
	DATE PASSED DRIVING TEST:
	DATE OF BIRTH (must be over21):
	DVLA LICENCE CHECK CODE:
DO YOU NEED UNITY TO SUPPLY A DRIVER/S: Yes/No	DATE MIDAS CERTIFICATE EXPIRES:
UNITY DRIVERS' NAME/S (Unity to complete):	HAS THE DRIVER HAD ANY MOTOR INSURANCE CLAIMS IN THE LAST 3 YEARS: Yes/No If Yes – please provide details
	HAS THE DRIVER HAD ANY MOTORING CONVICTIONS IN THE LAST 3 YEARS: Yes/No If Yes – please provide details

TERMS AND CONDITIONS

1. Unity Transport is part of Unity. The minibus is available for hire to non-commercial organisations based in the Borough of Test Valley, or to groups from elsewhere by special agreement.
2. All user groups must be affiliated to Unity to take advantage of the minibus hire. Application forms for full membership are available on request. No membership fee is involved.
3. The minibus is not available for hire to individuals for private use or to commercial organisations.
4. Only drivers who have a current MiDAS Certificate may drive the minibus. Failure to comply with this ruling will invalidate the insurance policy. Drivers must be able to produce their MiDAS Certificate and driving licence with a DVLA Check code and copies will be held by Unity Transport. Drivers' details will be recorded on the Community Transport database.
5. The hire commences from the moment of collection of the vehicle until the moment of its return to Unity Transport.
6. The hirer is responsible for contacting the Unity Transport office to arrange the collection of keys and other associated items either from the office or any other mutually agreed location. The keys must not be retained by any hirer, or be passed onto other users, without the explicit permission of the Unity Transport Manager. Keys must always be returned immediately (during working hours) after use to the Unity office in a clearly marked envelope, or during silent hours posted in the black postbox outside Unity Offices by the Bus station or by agreement to the next user.
7. Drivers must have a familiarisation meeting in the minibus with a Unity Transport representative.
8. Hirers are responsible for operating the vehicle safely and legally.
9. The driver is responsible for all relevant safety and maintenance checks before taking the vehicle out onto the road. The driver is expected to read the log file located in the minibus and to follow any guidance.
10. Drivers are advised to use the government guidelines on front seat passengers which state "Children must normally use a child car seat until they're 12 years old or 135 centimetres tall, whichever comes first". We strongly advise that children are not carried in the front passenger seat of our minibuses (the seat next to the driver) and that these seats are used by adults only.
11. Any damage to the vehicle must be reported immediately. The hirer is responsible for damage caused by their own driver which cannot be recovered through our insurance, including any excess and VAT incurred through third party claims.
12. The hirer is responsible for any parking charges and fines relating to traffic/parking violations. The hirer is also responsible for paying any tolls or other charges during travel.
13. If driving within London, the hirer is responsible for checking with Unity Transport prior to travel whether Congestion or Low Emission Charges will be applicable.
14. The hirer is responsible for having an appropriate list of passengers and contact details in case of emergencies. Selected information from the list will need to be provided for the Unity Transport driver if required.
15. The hirer is responsible for carrying out passenger and wheelchair risk assessments for all their members. Wheelchairs must be crash tested before being transported (Unity Transport can provide a risk assessment form if required)
16. Only assistance dogs can accompany passengers with prior arrangement. A seat may need to be removed.
17. The minibus normally has a full complement of seats. Unless a prior arrangement has been made the hirer will be responsible for removing any seats for the safe stowage of wheelchairs or shopping trolleys and for storing the seats in a secure covered location and for re-securing them into the vehicle at the end of the hire. Any seat removal must be discussed with the Transport manager, prior to removal.
18. All passengers and drivers must wear safety belts, and a "No Smoking" and No Food policy applies at all times.
19. If the hiring group is using their own driver, they must return the vehicle to the same location from which it was collected by the agreed time. All lights, heaters and radios must be switched off. All doors and windows must be closed and securely locked. The parking area must be locked appropriately.

20. The inside of the vehicle must be left in a clean and tidy condition upon return with all litter removed. The exterior of the vehicle should be acceptable in accordance with normal use. A Charge of £35.00 will be enforced if the vehicle is left with litter on board.
21. Unity Transport will pay for all diesel fuel. A fuel card is provided. Hirers are responsible for ensuring the vehicle has adequate fuel for their needs. Any purchases from other suppliers will only be refunded on production of a receipt. The fuel card must be returned after use. **Vehicles must be left with a full tank of fuel.**
22. **Service Charge:** Please note this will be applied if the conditions 17,18 and 19 are not complied with or if the vehicle is left in such a way that it is unfit for immediate use.
23. Hiring rates are published from time to time and when changes occur. Hirers should acquaint themselves with the current costing arrangements. Charges will be levied by invoice early in the month following that in which the vehicle is hired, after confirmation of the actual time and mileage involved. Hirers must pay invoices when presented.
24. The hirer may be required to pay reasonable out of pocket expenses for a volunteer or paid driver e.g.refreshments, entrance fees, etc
25. Any hirer who cancels a booking within one week of hire will normally be charged a cancellation charge (half day charge) £30.00.
26. Unity Transport will endeavour to fulfil the booking but no responsibility can be accepted by Unity Transport should the minibus not be available through circumstances beyond Unity Transport's control.
27. Unity Transport reserve the right to refuse to hire its vehicles to any organisation or individual driver that persistently damages vehicles or fails to comply with the above terms and conditions. Unity Transport also reserve the right to refuse to hire its vehicles to any organisation or individual whose conduct Unity Transport deems as unreasonable.
28. Unity Transport will always endeavour to provide a volunteer driver, however sometimes this is not possible and a paid driver can be provided at a cost of £16.00 per hour.
29. The standard insurance excess is currently £500 which is payable by the hirer should there be any claims made. This may however be a different amount as specified by our insurers should the driver have any endorsements or recent claims, the hirer will be fully informed in advance if the excess will differ from the £500 standard excess.