

# Ongar Town Council



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Town Clerk



## COMMUNITY MINI BUS CONDITIONS OF USE

Adopted 29.09.16

### 1. Applications

Applications for the booking of a vehicle shall be made to the Booking Clerk of Ongar Town Council. The initial booking shall be accompanied by the appropriate fee in the form of a cheque, made payable to Ongar Town Council, or cash. The booking form is to be completed for each trip and signed by the driver or another person holding a responsible position in the organisation making the application.

The Booking Clerk will use best endeavours to ensure that the minibus is available for use, but no liability whatsoever can be accepted by the Booking Clerk or Ongar Town Council should the minibus, for any reason whatsoever, not be available for a pre-arranged booking.

### 2. Drivers

Drivers of the minibus must be supplied by the user organisations, must be not less than 25 years old nor older than 70 years old and must have held a full driving licence for a minimum of three years. In addition, the driver of the vehicle should be in good health and have had no accidents in the past two years. The driver must possess a current driving licence for Groups A or B for licences held before 1<sup>st</sup> January 1997, or Group D1 for licences issued after this date, which should be without relevant endorsements. The vehicle will be insured by Ongar Town Council, but the insurance will not apply if a driver who has not been approved is driving the vehicle.

Drivers over 71 years of age can be accepted under certain conditions – please contact the office for further details.

For trips in excess of 24 hours or where the journey is in excess of 300 miles (round trips), in addition to the driver who is to be responsible for the vehicle, a second driver should be named. Trips are, in any event, to be confined to journeys in England, Scotland and Wales.

### 3. Conditions of Use

Prior to taking the vehicle, the driver will ensure that it is in a serviceable condition with a full fuel tank, oil topped up and will make note of the mileage of the vehicle. The results of inspecting these aspects and any work done on the vehicle whilst in the driver's care shall be entered into the journey book and, if necessary, the report book which has been provided for the purpose and are kept at the front of the vehicle.



Additionally the driver must complete a report form showing the condition of the vehicle both before and after use and this must be returned to the Booking Clerk of Ongar Town Council.

NB. Any damage to or loss of the vehicle resulting from negligence or incompetence of the hirer will be the responsibility of the hirer

#### **4. Approved Uses**

The vehicle may be used only for the purposes approved by the Ongar Town Council, which are:

- 1) Organised hospital attendance for visitors to hospitals
- 2) Recreational trips for the elderly or handicapped
- 3) Transport to luncheon clubs and activity centres for the elderly
- 4) Emergency aid
- 5) Projects by youth organisations
- 6) Other uses of a community service or welfare nature

If the use requested covers a period in excess of 24 hours, special permission will be required from the Chairman of the Community Affairs Committee of Ongar Town Council through the Booking Clerk.

#### **5. Helpers**

Whenever persons to be carried in the vehicle are mainly children, the elderly or physically or mentally handicapped persons, the organisation shall also supply one or more adult able-bodied helper(s) other than the driver who shall be sufficient in experience and number to ensure safe conduct of the minibus and its passengers.

#### **6. Seating Capacity**

The vehicle shall not at any time, carry more persons, whether children or adults, than its authorised seating capacity. No animals shall be carried in the vehicle except when specifically authorised by the Booking Clerk of Ongar Town Council.

#### **7. Locking**

Whenever the vehicle is left unattended it shall be properly and lawfully parked and kept locked.

#### **8. Returning Vehicle**

At the conclusion of the period of use the vehicle shall be returned to its allocated space within the Ongar Town Council car park. The mileage, oil, fuel and general condition of the vehicle shall again be inspected and entered on the report form. Users are reminded that failure to return the minibus in a satisfactory condition may bar the user from future use of the bus as per Condition 3 the need to complete the report form.

The vehicle carries a Fire Extinguisher, First Aid Kit, Warning Triangle, Life Hammer and basic cleaning materials. If any of these are used the Booking Clerk must be informed who will arrange for the appropriate replenishment.



The vehicle must be returned to its allocated space within the car park of Ongar Town Council then locked. If the car park is already locked, the gates of the car park must be locked afterwards and the vehicle keys posted through the Council's letter box.

In the event that the keys are not returned promptly to the Booking Clerk of Ongar Town Council at the end of the hire period, a penalty charge of £10 will be levied.

**In the Event of a Breakdown.**

The vehicle is registered with QBE Insurance. In the event of a breakdown please call the QBE help line on 0800 389 1708. Advise the operator that you are the driver; quote the vehicle registration number; advise the operator of your location and the nature of the fault. They will send someone out to attend.

In the event of an accident it would be advisable to call the police whether or not anyone is injured as they can be extremely helpful in these types of circumstances.

If problems are experienced during office hours, users should contact the Booking Clerk of Ongar Town Council. There is an answer machine for out of office hours.

