

# BISHOP'S STORTFORD MINIBUS TRUST

Registered No. 287253

Registered as a Charitable Trust to provide community transport

## INFORMATION FOR HIRERS

June 2006



The Old Monastery

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# BISHOP'S STORTFORD MINIBUS TRUST

## **INFORMATION FOR HIRERS**

The Minibus Trust is a charitable Trust registered to carry the elderly, disabled or infirm

The Community Bus is also available for hire by youth and community groups

Community groups provide own drivers

Drivers need to fulfil insurance and medical requirements

All drivers must hold a clean, full UK licence

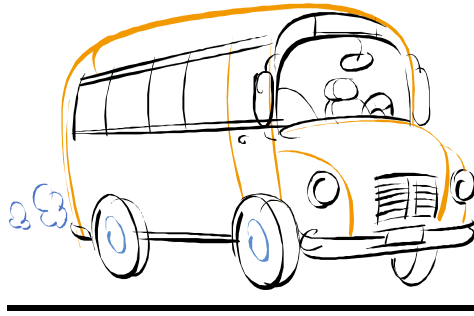
All passengers must be seated and belted when travelling

A schedule of hire charges is available. All charges are inclusive of fuel and insurance.

On no account will any bus be let to political parties

Please note that there are no towing facilities on any of the vehicles

Personal application to the office is advisable for unusual trips



## **BISHOP'S STORTFORD MINIBUS TRUST**

### **REQUIREMENT FROM HIRERS**

The Minibus Trust requires that full completion of the driver's log sheet and defect sheet, are made on every trip. The sheets are included in the Drivers Folder in the bus.

Please complete the number of passengers travelling in the appropriate section on the form together with the starting and finishing mileage.

Fuel cards are kept in the Drivers Folder. All fuel purchased must be recorded in the appropriate area of the driver's log sheet and any receipts returned to the office with the paperwork.

Organisers of the group hiring the bus for trips must take responsibility for ensuring their drivers complete all paperwork required.

Your cooperation in completing the details would be greatly appreciated.

The vehicle must be returned to base at the end of hire in a clean and tidy condition, with some fuel in the tank. The vehicles are in constant use and this facilitates being able to supply a reliable service to all hirers.

Should you require any further information or clarification, please do not hesitate to contact the office.

# BISHOP'S STORTFORD MINIBUS TRUST

## **INSURANCE FOR VOLUNTARY DRIVERS**

The Minibus Trust holds insurance for all voluntary drivers who hold a full UK licence and who are registered with the Bishop's Stortford Town Council.

**The entitlement is to drive for the Minibus Trust, a vehicle which carries up to 16 passengers**

The following conditions apply:

- ◆ The driver will be over the age of 25 and must have held a full, clean UK licence (category B) for at least 2 years.
- ◆ The driver is providing services on a voluntary basis.
- ◆ Drivers over 70 yrs of age will be required to meet medical standards set by the insurance company. The cost of these checks will be reimbursed by the Trust.
- ◆ Any organisation supplying a voluntary driver should ensure that all licence details are declared to the Town Council before collection of the Minibus keys on the hire day. An insurance declaration form also needs to be completed by the driver

# **BISHOP'S STORTFORD MINIBUS TRUST**

## **HIRE CHARGES**

### **Age Concern Routes**

Charges are based on £2 per person per return trip

### **Local routes around Bishop's Stortford**

Basic charge of £1.50 per mile

### **Daily hire charges for trips outside of the Bishop's Stortford area**

The hire of the Community Bus for trips outside Bishop's Stortford will start with a basic rate of £18 plus a charge of £0.75 pence per mile.

### **Overnight Charge**

There is a £20 per night charge if the Community Bus is taken out overnight. Hirers must submit their request for an overnight hire in writing to the Trust prior to booking.

All charges are inclusive of fuel and insurance

**Please note that groups hiring the Community Bus will provide their own driver.**

Contact must be made with the office to book the bus and to register the driver with the insurance company.