

TEST VALLEY COMMUNITY TRANSPORT SCHEME

MINIBUS HIRE

TERMS AND CONDITIONS



1. Test Valley Community Transport Scheme is part of Test Valley Community Services. 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 TVCS to take advantage of the minibus hire. Application forms for full or associate membership are available on request. No membership fee is involved.
3. The minibus is not available for hire to individuals or 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 if requested by TVCS, and copies will be held by TVCS. Drivers' details will be recorded on the TVCS transport database.
5. The hire commences from the moment of collection of the vehicle until the moment of its return to TVCS.
6. The hirer is responsible for contacting the Andover office to arrange to collect the keys and other associated items either from there or from 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 Community Transport Manager. Keys must always be returned immediately after use to the TVCS office in a clearly marked envelope, or by agreement to the next user.
7. The first time they hire a particular model of minibus, drivers must have a familiarisation meeting in the minibus with the Community Transport Manager or their representative.
8. 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.
9. The hirer is responsible for any charges or fines relating to traffic/parking violations. The hirer is also responsible for paying any tolls or other charges during travel: if driving within London, the hirer is responsible for checking with TVCS beforehand whether Congestion Charges will be applicable.
10. Any damage to the vehicle must be reported immediately. The hirer may be charged for damage which cannot be claimed on our insurance, including any excess.
11. Hirers are responsible for operating the vehicle safely and legally.
12. The hirer shall be responsible for supplying an appropriate list of passengers, together with emergency contact numbers, to the driver. Selected information from the list must be supplied to TVCS on request.
13. The minibus normally has a full complement of seats. Hirers are responsible for removing any seats if necessary for wheelchairs or shopping trolleys, for storing them in a secure covered location whilst they are removed from the vehicle, and for re-securing them into the vehicle at the end of the hire.
14. All passengers and drivers must wear safety belts, and a "No Smoking" policy applies at all times.
15. The hirer may be required to pay for refreshments, entrances, etc for a driver as extra expenses.
16. The inside of the vehicle must be left in a tidy condition upon return (all litter removed as a minimum). If necessary, TVCS may ask the hirer to arrange for the outside to be cleaned.
17. The vehicle must be returned to the same location from which it was collected, and reversed into the same or nearest parking bay, such that it is left parked facing forwards, unless agreed otherwise.
18. TVCS will pay for all diesel fuel. A fuel card will be provided if the hirer is likely to have to purchase fuel, and should be used whenever possible. 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. Ideally vehicles should be left with at least a half tank of fuel.
19. 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.
20. Any hirer who cancels a booking within one week of hire will normally be charged a cancellation charge.
21. TVCS will endeavour to fulfil the booking but no responsibility can be accepted by TVCS should the minibus not be available through circumstances beyond TVCS control.
22. TVCS 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. TVCS also reserve the right to refuse to hire its vehicles to any organisation or individual whose conduct TVCS deems as unreasonable.

Issued by Dick Hewett, Community Transport Manager,
Test Valley Community Services, 2nd Floor East Wing, Wessex Chambers, South Street, Andover, SP10 2BN.
Tel: 01264 356808. Fax: 01264 353010. Email: transport@tvcs.org.uk