

Hay & District Dial-a-Ride

Group Hire Policy

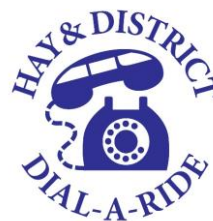
Reviewed by Trustees at their meeting on 17th October
2017

To be reviewed in October 2019.

Approved at Trustee Meeting 17th October 2017

Chairman

Hay & District Dial-a-Ride



Minibus Group Hire

Hay & District Dial-a-Ride Group Hire Scheme

This handbook sets out the procedures, terms and conditions for hiring the minibus operated by Hay & District Dial-a-Ride Ltd (DaR). The minibus hire service is only available to properly constituted, non-profit making and voluntary groups, which have a group membership of DaR.

The minibus is operated under the Small Bus Permit Legislation. DaR is the registered holder of the Small Bus Permit and every hire is carried out under the terms of the Permit. This means that:

- The minibus can only be hired by group members, it cannot be hired by an individual or a member of the general public.
- The minibus cannot be hired for activities which are profit making.
- Whilst on hire, the minibus can only be driven by someone who is a certificated MiDAS driver.
- Hay DaR has a list of registered MiDAS drivers who may be available for group hire bookings. Please request this when booking if required.
- The MPV is not able to be hired under the current permit legislation.

Joining the Hire Scheme

Voluntary Groups can join by completing an application form, membership is now free of charge (since January 2015). An insurance fee of £25 p.a. is only payable where groups use their own drivers.

Making a Booking

The scheme is intended to be a benefit for local voluntary and community groups in and around Hay-on-Wye, so although it is mainly used by DaR, it can be used by groups when availability allows. To make a booking on the phone, call 01497 821616 or email us at haydialaride@gmail.com.

Dates and times of the bookings must be clearly stated. On the day, return times must be adhered to, so as not to inconvenience another booking. Please note that the minibus is parked at the Co operative Store in Hay-on-Wye and should be reversed into the parking space. The keys and paperwork

will be at the DaR office in the Council Offices, unless other arrangements have been made for their collection. The office is open Monday to Friday **9am to 12 noon**. If the booking is made for weekends or Bank Holidays, the key and paperwork will need to be collected beforehand.

Charges

	Booking Fee	Inclusive Miles	Cost per Mile
Minibus	£20	15	£1.00

Please keep the vehicle interior clean and note that NO food or drink is to be consumed on our vehicles. A charge of £30 per vehicle will be added to the invoice for any vehicle that needs cleaning on its return.

Please ensure that the minibus fuel tank is at least half full before returning it to the Co operative Store car park. Fuel can be purchased through any participating garage using the Husk fuel card. You **MUST** attach the original receipt for fuel to the log sheet which should be returned to the DaR Office together with the keys. Should you pay for any fuel yourself, the cost will be refunded only on presentation of the original receipt.

If the keys and log sheet need to be returned outside normal office hours, they should be posted through the letterbox to the Council Offices.

Vehicle Checklist

Please take the time to complete the vehicle checklist provided to you at the time of hire, this can reduce the chance of any problems occurring during your hire and as the driver you are legally responsible for the vehicle. If you do discover any problems, please let the office know as soon as possible.

The minibus is fitted with a passenger lift and has 11 passenger seats, two of the seats are removeable to allow the carriage of people with wheelchairs. If the seats are removed, they must be stored at the DaR Office and replaced correctly at the end of the hire.

Seats are fitted with seatbelts and passengers must use these at all times unless they hold a medical exemption certificate.

Insurance

DaR insurance covers all drivers who are 21 - 75 years old and holders of a full UK standard drivers' licence with the correct category for the minibus – D1. Special permission is required from the Insurers for over 75s. Insurance ceases at 80.

Drivers should be free of motoring convictions and accidents and any physical or medical condition which might impair driving ability. Drivers with less severe medical conditions, accident history or convictions may be covered but clearance must be obtained before DaR can confirm the booking.

It is a condition of the insurance that all drivers must be MiDAS certificated, a copy of the certificate must be logged with the Hay DaR office if a regular user, or given in at the time of booking.

The excess on insurance claims for own damage, malicious damage, fire and theft is £150. which the group would be expected to pay, but see point 3 under terms and conditions.

Breakdowns - if out of office hours Old Forge Garage Llanigon is main point of contact - 01497 820341 8.30am to 5.30pm Monday to Friday, or 9am to 11.30am on Saturdays. For breakdowns outside 10 mile radius of Hay-on-Wye please contact Arthur Gallagher insurance which will arrange recovery on 01271 354005.

Breakdowns & Accidents

In the event of a breakdown you should:

- try to move the vehicle off the main carriage-way or use hazard warning lights or warning triangle.
- If practicable, passengers should be moved away from the vehicle.
- when going for help you should remember to let any emergency service know if any of your passengers has any special needs
- use your mobile phone to contact the breakdown services

In the event of an accident:

- stay calm as possible, make a rational assessment of the situation including any injuries;
- in the event of a serious injury it is your priority to contact the emergency services;
- in the event of an injury you are required by law to report it to the Police and produce your insurance certificate within 24 hours;
- do not waste time discussing who is to blame for the accident;
- obtain all details from the other driver(s) i.e name, address, telephone number, vehicle registration, vehicle make and model;
- give our insurance and contact details to everyone involved in the accident: i.e. motorists, passengers, pedestrians or persons whose property has been damaged.
- Obtain name, address, telephone number and vehicle registration (if applicable) from any witnesses;
- report the accident to the DaR as soon as possible;

- if time allows, make a sketch map of the accident scene, showing positions of vehicles before and after the accident. Take photographs which will be useful in establishing the circumstances of the accident and the extent of the damage.

Terms and Conditions

Bookings for the minibus hire are only accepted from voluntary/charitable organisations which are members of the Group Travel Hire Scheme. The Group is responsible for the payment of any hire, accepted in good faith by DaR, booked in its name.

All accounts must be paid promptly, within 30 days.

A £25 insurance levy is payable per year which covers users for one claim per year, after this the insurance excess of £150 will have to be paid in the event of a second claim occurring within a 12 month period

Anyone driving the minibus must be on DaR's list of registered drivers, submitted as part of the group application process, and must hold a current MiDAS certificate.

Should a driver/Group provide false or inaccurate information at the time of registration/booking, insurance cover is subsequently invalidated. DaR reserves the right to take legal action against relevant parties.

Drivers must notify DaR of any changes in the circumstances relating to their driving licence (including changes in health) which occur after registration.

Any fines during the hire of the minibus resulting from illegal parking etc (including misuse of Blue Badge) will be passed on to, and are the responsibility of the hirer.

Drivers must not drive under the influence of drugs or alcohol.

Drivers must inspect the vehicle before and after each hire, and note any damage or fault on the daily checklist.

The driver is responsible for maintaining correct oil and water levels and correct tyre pressures during the period of hire.

Drivers and passengers are not allowed to smoke in the minibus. Groups who ignore this, will be charged for cleaning and may be refused future hires.

The minibus must be returned in a clean and tidy condition; all rubbish must be removed from the minibus before the end of the hire. Failure to do so will result in a £30 surcharge to the hirers invoice.

DaR may ban a driver/Group should that driver/Group allow another person to drive who has not passed the MiDAS assessment.

DaR may ban a driver if there are reasonable grounds to believe that that person knowingly failed to report any damage to, or accident involving, the minibus during the period of the hire.

Any driver causing damage to the vehicle will have to undergo a driving assessment before being permitted to drive the minibus on future hires.

In the event of any cancellation or change to a booking, HayDaR will accept no liability for any loss, financial or otherwise, arising from our failure to provide a vehicle and HayDaR cannot be held responsible for breach of contract in such circumstances.

The minibus must be returned no later than the previously booked time. Should an unauthorised late return mean that another group is unable to hire the vehicle at the time they booked, any financial liability may be passed on to the first group.

Engine damage from using the wrong type of fuel will be the responsibility of the hirer, who will be invoiced for the full repair costs.

Approved by Trustees February 2014
Amended Version to Trustees May 2014
Amended by Trustees January 2015, zero membership fee.
Amended by Trustees October 2017, removing MPV.