

# Ramsbury Community Transport CIO

## BUS COMMUNITY HIRE FORM and CONDITIONS OF HIRE

The HIRER needs to complete and sign this HIRER FORM and get the DRIVER to complete and sign the DRIVER AUTHORISATION FORM. You should then return this HIRER FORM to the HIRE COORDINATOR to secure the booking. Once the booking is confirmed the HIRER will be given a Booking Reference Number.

The HIRER is responsible for obtaining the services of a DRIVER and must ensure that the DRIVER has undergone a familiarization session and is properly qualified to drive the bus. Unless the driver has been authorised before, they will need to print off their driver record from the DVLA website and bring it along to their familiarisation (see <https://www.gov.uk/view-driving-licence>).

Also, unless the driver has been authorised before, you **must** make arrangements for the DRIVER to take the completed DRIVER AUTHORISATION FORM to the KEY HOLDER to collect the keys at the start of HIRE PERIOD. **The keys will not be issued without producing the nominated driver's valid driving licence and a properly completed DRIVER AUTHORISATION FORM signed by both the driver and a driver coordinator.**

HIRE COORDINATOR: Janet, Tel: 01672 520682, 07584 253117 email: [booking@ramsburyflyer.org](mailto:booking@ramsburyflyer.org)  
Address: Charnwood, 37a Oxford St, Ramsbury, SN8 2PS

DRIVER COORDINATORS: Kingsley: 07764 693623 email [kingsley@ramsburyflyer.org](mailto:kingsley@ramsburyflyer.org)  
Ron: 07831 493751 email [deputychairman@ramsburyflyer.org](mailto:deputychairman@ramsburyflyer.org)

HIRER	Organisation		Booking Ref	
	Contact name			
	email address			
	Mobile		Tel. (day time)	
	Address			
	Invoice address (if different)			
	Driver Name			Familiarised?
	Driver Telephone			Y / N
	<b>Hire period</b>	From	To	
		__/__/__ __:__ am/pm*	__/__/__ __:__ am/pm*	
	Pick-Up Points		Destination(s)	
	I have read and agree to the conditions of hire	Signature of Hirer	Payment Method Agreed	Cash on Return* Cheque on Return* Bank Transfer*
	Date of booking			

\* delete as applicable Please make cheques payable to "Ramsbury Community Transport"  
Our bank details are Sort Code 30-99-50 Account Number 74436560

# Ramsbury Community Transport CIO

## BUS COMMUNITY HIRE FORM and CONDITIONS OF HIRE

### Conditions of Hire

- 1) These conditions apply to the hire for private use of the Ramsbury Flyer, a bus (hereinafter referred to as the BUS), kept and operated by the Ramsbury Community Transport CIO (hereinafter referred to as the CIO). HIRER, DRIVER, HIRE PERIOD, DESTINATION(S), PICK-UP POINT(S) are specified in the HIRER and DRIVER FORMS. The HIRE COORDINATOR, DRIVER COORDINATORS are identified on the HIRE FORMS.
- 2) The CIO shall make its best endeavours to provide a BUS to the HIRER for the agreed HIRE PERIOD and in a satisfactory condition for the carriage of people. The CIO shall not be responsible for any actual or consequential loss because of its failure to provide a BUS or because of any deficiency in the condition of the BUS. In particular, the DRIVER remains responsible at all times for the road-worthiness of the BUS.
- 3) The CIO shall insure the BUS in accordance with the current Road Transport regulations and including cover for accidental damage. The CIO shall not be responsible for any breach by the DRIVER of traffic regulations.
- 4) The BUS may be hired only for private (i.e. non-commercial) use and for the carriage of people and personal belongings. The BUS is registered for 100% exemption from central London congestion charges. Under no circumstances may the BUS be taken out of Great Britain.
- 5) The HIRER is responsible for obtaining the services of an authorised DRIVER with no more than three penalty points on his/her licence. **They must also produce a DVLA check code.**
- 6) The DESTINATION(S) and PICK-UP POINT(S) of the BUS must be declared at the time of booking and must not be varied except in emergency or by specific arrangement with the CIO.
- 7) The DRIVER must disclose to the HIRE COORDINATOR any penalty points on their licence AND any accrued between the date of authorisation and start of the HIRE PERIOD.
- 8) The DRIVER must not receive payment or reward for his/her services.
- 9) The DRIVER must attend or have attended a familiarisation session arranged with a DRIVER COORDINATOR a minimum of 7 days before the hire starts. Under no circumstances may the BUS be driven by anyone under 21 years of age with less than two years driving experience.
- 10) The DRIVER is responsible for the safety of the passengers and must ensure that all passengers wear their seat belts. If children under 14 years of age are carried, they must be accompanied by at least one adult per six children in addition to the DRIVER.
- 11) A fuel card is provided and should be used if possible. If it is necessary to buy diesel fuel during the HIRE PERIOD, details of the purchase with supporting vouchers should be returned with the HIRE FORM.
- 12) At the end of the HIRE PERIOD, the BUS must be returned in a clean condition to the nominated car park or such other place as agreed with the CIO.
- 13) The DRIVER must complete the Log Sheet (kept in the BUS). They must also complete the DRIVER and BUS MILEAGE FORM, and then return it, the key and the HIRE FEES DUE to the HIRE COORDINATOR before the end of the HIRE PERIOD or as agreed with the CIO.
- 14) In the event of an accident, the DRIVER must complete an accident report form (kept in the BUS) at the time and at the scene of the accident, obtaining details of any witnesses and any other vehicles involved. The procedure to be followed in the event that the BUS is not in a suitable condition to continue the journey is detailed in the emergency folder kept in the BUS.
- 15) The CIO reserves the right to surcharge the HIRER for the amount of any insurance excess payable as a result of any incident involving the BUS and the HIRER expressly agrees to be bound by this condition and accepts these Conditions of Hire.