

# Ramsbury Community Transport CIO DRIVER AUTHORISATION FORM and CONDITIONS OF HIRE

If you are not someone already approved to drive the bus you will need to be familiarised and approved by one of the following Driver Coordinators before collecting the key:

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

**Please make sure that you are familiarised at least 7 days before the start of the hire.  
DO NOT leave this until the last minute as if you cannot be accommodated you will not be allowed to drive the bus.**

The DRIVER will need to complete and sign this form as soon as possible and show either a valid photo id and an old paper licence or a new licence. They must also print their driver record from the DVLA website (<https://www.gov.uk/view-driving-licence>) and bring it along to their familiarisation. In the case of a previously familiarised driver, send a current DVLA check code or download to one of the Driver Coordinators above.

**The keys will not be issued without showing your valid photo card driving licence (or old licence and ID). Also this form must have been properly completed and signed by both the Driver AND a Driver Coordinator.**

DRIVER	Name	
	email address	
	Mobile	Tel. (day time)
	Address	
	Driving Licence No.	Expiry Date    __ / __ / __
	I have read and agree to the conditions of hire	
Signature DRIVER		__ / __ / __
FOR DRIVER COORDINATOR: Photo Id / DL Card	DVLA record No.	DRIVER AUTHORIZATION

At the start and end of each hire the DRIVER must complete an entry on the log sheet in the BUS. The DRIVER must also complete a **DRIVER and BUS MILEAGE FORM** and return it to the KEY HOLDER with the key(s) and, unless otherwise agreed, payment for the HIRE FEES DUE.

HIRE COORDINATOR And KEY HOLDER:

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

# Ramsbury Community Transport CIO

## DRIVER AUTHORISATION 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 the DRIVER COORDINATORS a minimum of 7 days before the hire starts. Under no circumstances may the BUS be driven by anyone under 25 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 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.