

# Ramsbury Community Transport CIO

## PRIVATE HIRE DRIVER and BUS MILEAGE FORM

For each hire 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 confirm their driver record from the DVLA website (<https://www.gov.uk/view-driving-licence>) has not changed since authorisation. **The keys will not be issued without Proof of Id and a properly completed DRIVER AUTHORISATION FORM signed by both the Driver AND a Driver Coordinator being held on file.**

DRIVER	Name		Booking Ref	
	email address			
	Mobile		Tel. (day time)	
	Address			
	I have read and agree to the conditions of hire and there no changes in my driver record since authorisation			Signature DRIVER ___ / ___ / ___

If you are someone not 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.**

At the start and end of the hire the DRIVER must complete an entry on the log sheet in the BUS; the MILEAGE section below; and then return this form to the KEY HOLDER with the key(s) and unless otherwise agreed payment of the HIRE FEES DUE.

MILES	Name		Booking Ref	
	Final odometer		miles	Passengers Out:
	Initial odometer		miles	Passengers Rtn:
	First 100 miles		miles	@ £1.50 per mile =    £
	Subsequent miles		miles	@ £1.00 per mile =    £
	Date	Balance Method Agreed		Cash on Return*
			Cheque on Return*	
			Bank Transfer*	

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

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

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### 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.
- 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 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.