

Basingstoke Community Transport

Conditions of Use with effect from 1st January 2004

Drivers Responsibilities:

1. Drivers must have taken the Community Transport MiDAS driving assessment.
2. Only drivers between the ages of 25 and 65 years may drive.
3. Drivers are responsible for the following checks before moving off and ensuring levels are maintained.

*Check Levels of	:-Coolant, Oil and Fuel.
*Check Conditions of	:-Tyres.
*Check Cleanliness of	:-The Vehicles inside and out.
* Note and Report	:-All faults found or suspected.
* Must Leave	:- All Seatbelts tied and connected or reported if not working.
4. Drivers are to ensure vehicles are returned in a clean and tidy condition, topped up with fuel, locked up and in their correct parking place. No more than one car may be parked, per group collecting a vehicle.
5. Drivers are to complete a vehicle log sheet and hand in to the transport office at the end of the trip.
6. Fuel may be obtained from Safeway's Petrol Station on the BCT Account and a receipt obtained to be handed in along with the vehicle keys and a log sheet at the end of the trip. If you must purchase Fuel elsewhere hand in the receipt and the cost will be deducted from Group Bill.
7. Fuel Types. The Vehicles are marked either Petrol or Diesel.
8. Minibus Act. The fleet vehicles are subject to and confirm with the conditions of the Road Vehicles (Construction and Use) regulations.
9. Documentation. Registration, Insurance, MOT, Recovery and other relevant documents are held in the Community Transport Office at Chute House.
10. PASSENGER VEHICLES ARE NOT TO BE USED FOR ANY OTHER PURPOSE THAN THE CONVEYANCE OF PASSENGERS.
11. Vehicle bookings are always at the discretion of Community Transport.
12. Vehicles are not to be taken beyond the Basingstoke and Deane Borough Boundaries without the prior permission of the Transport Officer, Basingstoke Community transport.
13. In the event of a breakdown inform Basingstoke Community Transport as soon as possible using the office phone number or if the breakdown is out of Office Hours then use the emergency phone number also displayed on the front of the Log Sheet. You may also use the following Numbers:

Monday to Friday	0800 to 1700 hrs	BCT Office	01256 - 320501
Other Times	24 Hr. Emergency	Andy Shore	01256 -
Tyres		ATS	01256 - 462448
	BCT-Breakdown/non start Dave 7796 174947		Bus Movements/ Parking Tony
	07771-963260		

Transport Manager Keith 07788-422954

14. Accidents, no matter how trivial and whether damage was caused or not, MUST be reported to Basingstoke Community Transport and an accident report completed.
15. Collection of Keys.

For daily use,	Pick up when collecting your vehicle
Evening use,	Pick up at 1300 hrs on day of use

16. **Weekend and Holiday use** pick up at 1300 hrs on the last working day before
Returning Keys
After daily use, Hand into Transport Office
Evening, Weekend or Holiday use Put into Post Box at Front door of Chute House.

KEYS ARE NOT AVAILABLE FOR COLLECTION AFTER 1300 HRS ON THE LAST

WORKING DAY BEFORE WEEKENDS AND PUBLIC HOLIDAYS

17. **Security, please ensure when collecting or returning a vehicle that all DOORS, GATES AND GARAGES are properly secured and locked and that all internal and external lights are switched off.**

18. **Group Liability, in the case where a driver, either paid or voluntary is driving on behalf of a group, is involved in the damage of a vehicle, the following rates of excess is applied and charged to the group using the driver. In the case where a driver is found for a group and who then continues to drive for that group the driver will be deemed to have been accepted as their driver.**

1st Instance	£100
2nd Instance	£150

The driver will then not be allowed to continue to drive a fleet vehicle unless the group undertakes to pay in full for any damage caused including 3rd party whilst the driver is in charge of the vehicle.