

Totnes Community Bus Group Hiring Policy

1. ALL hiring groups must be affiliated to the Totnes Community Bus Group (TCBG). A signed affiliation form must be completed, which will be kept on file by the TCBG.
2. Hires can only be by groups involved in one or more of the following activities: Education, Recreation, Religion, or Social Welfare. If any other activity is involved the committee will need to consider the possibility of hiring.
3. Profit making groups (direct or indirect) will not be able to hire our buses.
3. ALL Bookings must be made in advance of the hire date. Charges will be agreed at the time of hire with the Co-ordinator. All fees and charges must be paid within 14 days from the date of invoice.
4. The Co-ordinator (with committee delegated powers) has final decision whether the hiring should proceed. TCBG reserves the right to reject, cancel or vary any booking if the purposes of the hire are inconsistent with the aims, objectives and rules of TCBG.
5. Any surplus finds will be used for the continuing Community Transport provision for Totnes and District.
6. ALL hiring groups can provide a 'volunteer driver' that has been approved by the TCBG (under the section 22 licence). Or can arrange a paid driver to be provided by TCBG (under a section 19 licence).

General Rules For Use

1. Organisations / groups who provide their own suitably licensed driver, must apply for authorisation from TCBG prior to driving a bus. A bus will only be issued to the nominated driver upon receipt of a copy of their driving licence and completed 'Drivers Registration Form'. **The bus must not be driven by any person other than the nominated, authorised driver, unless prior notice is provided.**
2. Use of buses is limited to the approved purpose stated at the time of hire.
3. Under NO circumstances is any charge or fee to be made for the conveyance of passengers.
4. It is the responsibility of the driver to ensure that ALL passengers wear seat belts at all times during the hire.
5. Groups / organisations using the bus are responsible for the behaviour of their passengers.
6. Smoking, consumption of food or drink and drugs or alcohol is not permitted on the bus.
7. The bus is not to be taken off the road or driven on unsealed roads unless by prior agreement.
8. The hirer is responsible for maintaining correct tyre, water and oil levels during the period of any extended hire.
8. Drivers will be responsible for observing all traffic and parking laws and regulations whilst using the bus. Any infringements and fines incurred will be the responsibility of the accredited user and driver at the time.

9. All users must leave the bus in a clean and tidy condition. (A cleaning fee of £20.00 will be charged if the bus is not returned in a clean condition). If the bus is repeatedly returned in an unclean state the organisation / group's affiliation may be revoked
10. Where damage results from vandalism by the user, irresponsible use, or malicious damage then it will be the responsibility of the organisation / group using the bus to cover all costs incurred by TCBG in preparing it for further use. Future use of TCBG buses may be denied if a bus is returned damaged.
11. Drivers should remember that speed limits of minibuses are not the same as cars. The limits are as follows:

	Speed Limit (mph)
Built up areas* (where no lower limit applies)	30
Single carriage way roads (where no lower limit applies)	50
Dual carriageways (where no lower limit applies)	60
Motorways (where no lower limit applies)	70
Motorways (when towing a trailer) (where no lower limit applies)	60

*The 30 mph limit usually applies to all traffic on all roads with street lighting unless signs show otherwise. For more details, refer to the Highway Code.

Accidents / Breakdowns / Damage

1. In the case of a breakdown, drivers should contact the TCBG coordinator in the first instance. If they are unable to be contacted then the driver must contact QEC for assistance using the number on provided on the 'breakdown card' located on the bus. **Under no circumstances, however, are any repairs to be authorised or permitted.**
2. Should any bus require repair, the driver must contact the TCBG coordinator a.s.a.p. Our service contract is with Harrisons Garage, Totnes – 01803 862247. In the case of a local breakdown it should be relayed to them.
3. Engine damage resulting from the wrong type of fuel being used (the buses are DEISEL engines), will be the responsibility of the hirer who will meet the repair costs.
4. The hirer may be responsible for replacing tyres that have been damaged due to kerbing or being driven on whilst flat or punctured.
5. Drivers must report any accident or injury incurred while using the bus immediately to TCBG coordinator and complete a Motor Vehicle Accident Report Form. A camera, and scene of accident report form are located in the glove box.
6. In the event of an accident both the vehicle and passengers are fully covered by TCBG insurance provided the authorised driver is driving the vehicle at the time and that the law has not been broken.
7. In case of a fire or accident, the driver must evacuate the vehicle, making sure that passengers congregate in a safe place away from the vehicle and call the emergency services. Once this is done the TCBG Coordinator should be contacted.

Collecting and Returning Buses

1. TCBG will only issue a bus to the driver nominated on the Bus Booking Application Form. If there is a change in driver, organisations / groups are required to notify TCBG coordinator before collecting the bus so that any paperwork can be adjusted; this is important for insurance reasons.
2. Please ensure the bus is collected and returned at the times stated when booking. If you need to alter these times, please contact TCBG coordinator. If you do not notify changes in pickup/ drop-off times, you may experience delays in collecting or returning the bus.
3. Buses are to be collected from and returned to: Rushbrook Community Centre Car Park, Station Road, Totnes, TQ9 5HW. Keys to be collected and returned c/o Lyndene, Station Road, Totnes, TQ9 5HW; unless alternative arrangements have been made with the TCBG coordinator.
4. Charges will be incurred if TCBG incurs loss of revenue due to none returned vehicles.

Before taking charge of the bus, drivers must:

1. Undertake an induction.
2. Inspect the Bus before use, and inform the TCBG coordinator of any defects and damage to interior or bodywork.
3. Make a note of the mileage on the log sheet, and familiarise themselves with the safety equipment, emergency exits and location of the first aid kit.

On returning the bus, drivers must:

1. Ensure that the bus is clean and tidy and rubbish removed.
2. Report any defects or issues to TCBG coordinator.
3. Complete the mileage on the log sheet and make a note of any issues or problems.
4. Ensure all electrical doors, switches, relays etc., are off.
5. Ensure that all windows and doors are locked.
6. Inspect the exterior bodywork and inform of any damage or fault.