

## **Totnes and Rural Community Transport Hiring Policy**

1. ALL hiring groups must be affiliated to the Totnes and Rural Community Transport (TARCT) signed affiliation form must be completed, which will be kept on file by TARCT.
2. Hire services are only available to 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 application.
3. Profit making groups (direct or indirect) are not eligible.
3. ALL Bookings must be made in advance of the hire date. Charges will be agreed at the time of booking with the TARCT service Co-ordinator. All fees and charges must be paid within 14 days of the invoice date.
4. The TARCT Co-ordinator (under committee delegated powers) has the final decision on whether the hire should proceed. TARCT 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 TARCT.
5. All profits generated by hire services are used in support of Community Transport provision in Totnes and District and in accordance with the governing document of the TARCT Charity.
6. All our vehicles hold licences under both Section 22 and Section 19 of the Transport Act. Every hire is allocated to one section according to nature of the hire.

### **General Rules For Use**

1. All drivers of hire services must be registered, trained and supervised by the TARCT co-ordinator who controls all aspects of the hire. They are selected from a bank of trained and registered drivers who have been approved by the TARCT Co-ordinator. The driver allocated to an individual may only be changed with express permission of the TARCT co-ordinator.
2. Use of vehicles is limited to the approved purpose stated at the time of booking of the 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 any vehicle.
7. No vehicle not to be driven off the road or 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 are responsible for observing all traffic and parking regulations during the hire period. Any infringements and fines incurred will be the responsibility of the accredited user and driver at the time.
9. All users must leave vehicles in a clean and tidy condition. A cleaning fee of £20.00 will be imposed if a vehicle is not returned in an unacceptable condition and the affiliation of the group concerned may be revoked.

10. Vehicle damage that results from neglect, irresponsible use or malicious activity will be the responsibility of the organisation / group using the vehicle to reimburse all costs incurred by TARCT in preparing it for further use.

11. All our vehicles are speed limited to a maximum of 62mph. 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 (62mph limiter)
Motorways (when towing a trailer) (where no lower limit applies)	60

\*Locally much of Bridgetown, Follaton, Totnes town centre and most village centres are restricted to 20mph. 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 TARCT coordinator in the first instance. If they are unable to be contacted then the driver must contact QBE for assistance using the number provided on the 'breakdown card' located in the vehicle glovebox. **Under no circumstances, however, are any repairs to be authorised or permitted.**
2. Should any vehicle require repair, the driver must contact the TARCT coordinator immediately. 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 (All vehicles have 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 vehicle immediately to TARCT 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 TARCT insurance provided the authorised driver is driving the vehicle at the time and that the law has not been broken.
7. In the case of a fire, accident, or serious incident 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 TARCT Coordinator should be contacted.

### Collecting and Returning Buses

1. TARCT will only issue a vehicle to the driver nominated on the Hire Booking Form. Changes of driver can only be made with the approval of the TARCT co-ordinator.
2. It is the hirer's responsibility to ensure that the vehicle is collected and returned at the times agreed for the booking. Any variation to these times may only be made by agreement with the TARCT coordinator.
3. Vehicles are to be collected from and returned to: Follaton House Car Park, Plymouth Rd, Totnes. TQ9 5NE. Keys to be collected from 14 Follaton Rd, Plymouth Rd, Totnes, TQ9 5NB contact no 07800 745332 unless alternative arrangements have been made with the TARCT coordinator.
4. Charges will be incurred if TCBG incurs loss of revenue due to none returned vehicles.

**Before taking charge of a vehicle, hirers must:**

1. Inspect the vehicle before use, and inform the TARCT coordinator of any defects and damage to interior or bodywork.
2. 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 vehicle, hirers must:**

1. Ensure that the bus is clean and tidy and any rubbish removed.
2. Report any defects or issues to TARCT 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.