

**HIRE OF COUNTY COUNCIL
MINIBUSES BY COMMUNITY
GROUPS**

THE SCHEME

Transport Co-ordination Service (TCS) runs a vehicle hire scheme in conjunction with Devon Community Transport. The scheme enables County Council minibuses and tail-lift buses to be hired by a range of community bodies within Devon at times when the vehicles are not in use.

The vehicles are available for the benefit and development of the aims of the user group but EXCLUDE the use of the vehicles for social purposes, such as fund raising (if not in pursuance of the groups' aims), and by political and adult sporting groups. The scheme is not intended to be a cheap form of transport for groups who can easily book through an outside hirer. Priority for hire is given to those groups with special needs, with limited resources and in areas where suitable vehicles are in short supply.

Vehicles are to a high specification, however users need to recognise the limitations of the scheme and that it is not possible to valet the vehicles before hiring out. It may be that the commercial rental market more appropriately provides what some users are expecting and that is where they should look for the vehicles they wish to hire.

This leaflet outlines the scheme arrangements and the limitations inherent in the scheme. Information on vehicle availability can only be obtained from the contact points shown at the end of this leaflet.

ELIGIBILITY

ELIGIBLE GROUPS ARE: -

- i. Voluntary, Charitable and non-profit making organisations involved with the provision of services and activities for the elderly, frail or disabled people where the prime aim of the journey is the provision of transport for these people.
- ii. Voluntary and Youth Groups who are affiliated to a District Youth Committee or have a specialist need with limited resources and geographically poor supply of transport.
- iii. Adult and Community Education groups who have been approved by the Area Community Education Officer. Groups not already approved should contact their Community Education Officer.

VEHICLE AVAILABILITY

VEHICLES AVAILABLE ARE: -

- i. Wheelchair lift vehicles employed in local Ring and Ride schemes.
- ii. DCC Fleet Minibus vehicles engaged in Education or Adult/Community services work.

VEHICLES CAN BE HIRED: -

- i. At weekends.
- ii. In the evenings (Monday – Friday), after 17.30pm at the earliest. Vehicle must be returned the same evening.
- iii. In some cases, all day during school holidays.

Use is restricted to South West Peninsular. Journeys outside Devon must be indicated at the time of booking.

Vehicles are for hire at competitive rates; however, as the vehicles are in constant use you must accept them as you find them in respect of cleanliness. Vehicles must be returned in at least the same condition as when they were collected.

If you intend to recover any money from the passengers you are carrying, your group must hold a Section 19 Standard Permit. These are obtained by applying to the Traffic Commissioners at the following address:

Clerk to the Traffic Commissioners, Small Bus Section, Western Traffic Area, Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF. Any queries, please contact Vehicle and Operator Services Agency (VOSA) on 0113 254 3209

CONDITIONS OF HIRE

REGISTRATION

Please complete and return the Community Hire Registration Form to TCS. All groups must have completed the form and been approved before they can make a booking.

DRIVER REQUIREMENTS

- i. All drivers must have a clean and current valid driving licence.
- ii. All drivers must be registered with TCS and have approved driver status.

DRIVING QUALIFICATIONS

To achieve approved driver status, drivers must -

- i. Submit a current and valid Passenger Carrying Vehicle (PCV) licence to TCS for approval in writing.
- ii. Complete the DCC minibus test/refresher course at Devon Drivers' Centre (DDC) and hold the relevant certificate.
- iii. In all cases, the driver must be physically fit and make a declaration on the minibus test application form. As a condition of our insurance, each applicant must be fit enough to take a PCV driving test.
- iv. Drivers aged 70 and over must satisfy DCC they are medically fit. Evidence of this will be required and must take the form of one of the following:-
 - A photocopy of the whole of the driving licence that includes a valid PCV or LGV category,
 - A photocopy of the whole of a valid Hackney Carriage or Private Hire licence,
 - A signed and dated letter from a registered practitioner stating that the driver '*would pass a medical examination to PCV/LGV standards*' (this wording must be included in the letter)

Application forms and further information about the minibus test can be obtained by telephoning DDC on (01392) 444773. At least four weeks notice is required when booking a test and a charge is made.

SPECIALIST TRAINING

Many vehicles are now fitted with special features which allow frail, elderly or disabled passengers to be carried. Use of vehicles fitted with wheelchair lifts is not permitted unless the driver has been trained in its proper use. For training you should contact TCS Fleet Management on the following numbers

North/Mid Devon (01392) 382119

West/South Devon (01752) 898221

Central/East Devon (01392) 382068

ACCIDENT REPORTS

In the event of any accident or damage occurring to the vehicle, the driver or a member of the community group must complete a motor vehicle accident form. Completed accident forms should be sent to the TCS within 24 hours. Accident procedures are detailed in the Drivers Handbook kept in the vehicle. A list of emergency telephone numbers is included in the vehicle pack.

Please note that an accident is classed as any damage that is caused to the vehicle, no matter how trivial. Failure to supply completed forms on time will result in the repair costs being charged to the group.

INSURANCE EXCESS

An excess of £100 applies to each claim for damage to a DCC vehicle whilst it is being driven by a community group. The group will be liable for payment of this excess irrespective of whether the accident was caused by the group or through the actions of a third party. The group will have to make their own arrangements if they wish to recover this amount from the third party.

ABUSE AND REPAIRS NOT COMMENSURATE WITH WEAR AND TEAR

The community group will be liable for the cost of any repair for any damage to the vehicle caused by the actions of the driver or passengers which cannot be attributed to wear and tear. Examples of such damage include broken armrests, damaged seats, burnt out clutches etc.

FUEL

Attention should be paid to the mileage and fuel gauge at the start and end of hire as any fuel must be replaced. Please note that the hirer will be charged if the vehicle is not left with the same amount of fuel as at the start of the hire.

BOOKING FORMS

For each booking you make you will be sent two copies of the hire agreement. It is essential that the journey details are fully completed, including the mileage and fuel readings. Once the hire has taken place, the white copy should be retained for your information and the green copy should be returned to TCS. If this is not received within one calendar month of the day of the hire you will be charged for a full tank of fuel.

PAYMENT

Payment for use of a Ring & Ride vehicle is direct to the Co-ordinator. Invoices for DCC Fleet vehicles are issued towards the end of each month, please do not pay for your hire until you receive this invoice. It will state the hire details, amount due, fuel charges (if applicable) and VAT. Please note that exemptions from VAT can only be arranged on invoices if TCS has received the appropriate documentation. Any queries regarding exemption should be directed to your local VAT Inspectorate.

It is possible for DCC organisations to be billed by journal transfer or via internal billing system. If you wish to pay by either of these, please let us know at the time of booking, quoting a cost code.

HIRE CHARGES

Hire charges for the Ring & Ride vehicles vary as they are set locally by the Local Voluntary Management Committees who oversee the schemes and then issue invoices for these hires.

Hire charges* for DCC Fleet Vehicles are as follows:

	Full Day	Half Day
Wheelchair Lift	£34.00	£21.00
Minibus	£39.00	£23.00

* Subject to change and VAT where applicable.

Please note - TCS requires a minimum notice of two working days for bookings and cancellations. Cancellations of less than two working days notice will incur a £10.00 administration fee. Cancellations must be made in writing or by returning the hire agreement form.

BOOKINGS / CONTACT POINTS

If you require a wheelchair lift, please try your local Ring & Ride scheme first: -
All are open Mondays to Fridays unless stated otherwise.

AXE VALLEY	(01404) 46520	1pm - 5pm
CREDITON	(01363) 773303	9am - 4.30pm
EAST TEIGNBRIDGE	(01626) 888890	9am - 1pm
EXETER	(01392) 494001	10am - 4pm
EXMOUTH	(01395) 266662	1pm - 3pm
HONITON / TRIP CTA	(01404) 46529	9am - 1pm
ILFRACOMBE	(01271) 879201	9.30am - 12pm
IVYBRIDGE	(01752) 690444	10am - 12pm Mon, Wed & Thurs
NORTHERN DEVON	(01271) 328866	9.30am - 4pm
NORTH TAMAR	(01409) 259001	12 - 2pm
OKEHAMPTON	(01837) 55000	9am - 5pm
TAVISTOCK	(01822) 618028	9am - 5pm
TIVERTON	(01884) 242099	9am - 3pm
TORRIDGE	(01237) 423232	9.30am - 12.30pm
TOTNES & DARTMOUTH	(01803) 867878	10am - 12pm
NEWTON ABBOT	(01626) 335775	10.30am - 12.30pm

If you require a minibus or if the Ring & Ride in your area is unable to help, please phone TCS on the following numbers: -

North/West Devon (01392) 382125
Mid/East Devon (01392) 382660