



MINIBUS BOOKING

CONDITIONS OF HIRE

To Hire the Minibus

Drivers must:-

- Be at least 21 years of age
 - Have at least 3 years driving experience
 - Have a valid driving licence with no more than 5 penalty points in the last 5 years.
- Drivers must present their licence when collecting the minibus (if photo licence please bring paper copy licence)

Conditions:-

- In the event of an accident the user will pay any excess insurance claim
- Any damage not covered or claimed via the insurance will be paid for by the user causing the damage
- All drivers to be approached by HCC MIDAS scheme, certificates must be shown. Insurance requires that only “not for profit” organisations will be eligible to hire the vehicle
- The vehicle must be returned with a full tank of fuel
- The interior of the vehicle must be left clean after use – if not a valeting charge of £50.00 will have to be paid
- Food and drink may not be consumed in the vehicle
- Seats may not be removed without prior authorisation

Drivers’ Health and Safety Responsibilities

Drivers must take reasonable care of:-

- Their own health and safety
- The health and safety of others

Drivers must:

- Follow instructions when using work equipment
- Use correctly any personal protective equipment
- Report damage to any equipment

Co-operate with their employer or organisation

- Drivers must inform their employer about any:-
- Dangers to their or other health and safety
- Shortcomings in health and safety provision

PLEASE BRING YOUR DRIVING LICENCE (PAPER COPY) WHEN COLLECTING THE MINIBUS



- Injuries that happen at work
- Any load-bearing part of a lift platform which fails

Health and Safety – Hazards and Risks (1)

A hazard is anything which can cause harm. A risk is the chance of a hazard actually causing harm.

Answer these questions:-

- What hazards do you and your passengers face?
- Which hazards have the most serious outcome?
- Which are most likely to happen?
- Are existing precautions adequate?
- Should further precautions be taken?

Health and Safety – Hazards and Risks (2)

An acceptance level of risk is one which the Health and Safety Executive define as ‘reasonably practicable’, that is the level of risk has been reduced until the costs of taking further safety precautions far outweighs the benefits.

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BOOKING FORM

Charges

The vehicle may be hired at a cost of 65p per mile subject to a minimum charge of £65 per day.

Third parties may not book more than three weeks ahead and may only make bookings during term time.

Period of Hire from to

I have read and accept the conditions of hire set out above.

Signed print name

Organisation

Address

.....

Date

Checks :

Before Hire _____ After Hire

Mileage Mileage

Licence No.....

Check no more than 5 points ?

Check age?

Midas Certificate No. ? (if applicable).....

Fuel - tank full ?

Clean and Tidy ?

Damage ?

Authorised

Position

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