



## Mini bus application form

### Chiltern Rangers Minibus Hire Scheme

Chiltern Rangers is an organisation which aims to provide enriching experiences with local communities to conserve and enhance the local environment. In keeping with this ethos, we are now able to provide the local and surrounding communities with a minibus that is available to hire which will benefit the communities of High Wycombe and the rest of Buckinghamshire. The bus is able to seat 17 people and has accessibility for one wheelchair. In order to hire the minibus you/ your organisation must sign up to our annual membership register at a cost of £25 /year. Drivers must be MIDAS trained to hire the minibus.

### Conditions of hire:

The minibus can only be hired by a community/ charity, non-profitable and voluntary organisation. They will need to ensure the following before hiring the vehicle:

- They have paid the annual membership and the hire fee has been paid in full.
- The driver is MIDAS trained and provides evidence of this.
- It is used for the local community and surrounding areas and has the intention to positively impact the lives of the communities they serve.

We **are not able** to hire out the mini bus to individuals and private sector companies.

### Charges

- Annual registration £25.
- Self-drive charge: £60 per day.
- Fuel costs: there is no fuel cost per mile, but the vehicle should be returned with a full tank of fuel.
- All charges include VAT, insurance and breakdown cover.

The hirer is responsible for any tolls or fines incurred while the vehicle is in their possession and for any insurance policy excess that may apply following damage to the vehicle.

### Drivers

- Drivers of the minibus must:
- Have been a qualified driver for 2 years.
- Present a photo card drivers licence.
- Be aged over 21 and under 75.
- Have a full, clean and valid driver's licence.

### Booking the Minibus & Availability

tel: 01494 474486

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[info@chilternrangers.co.uk](mailto:info@chilternrangers.co.uk)

 Chiltern Rangers CIC

[www.chilternrangers.co.uk](http://www.chilternrangers.co.uk)

 Chiltern Rangers

Registered Office: Kingsmead Depot, 60 Fennels Road, High Wycombe, Buckinghamshire HP11 1SL



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Before you can book the minibus for hire you must fulfil the Conditions of Hire (see below). You can book by phone by contacting Chiltern Rangers on 01494 474486 or email to [info@chilternrangers.co.uk](mailto:info@chilternrangers.co.uk). Before booking please ensure you have read through all the terms and conditions. **Once booked the receipt for this will constitute as you accepting the terms and conditions of hiring the minibus.**

### Terms & Conditions

#### Availability

All bookings are on a first come, first served basis. To set up a regular booking for the minibus please contact Chiltern Rangers directly. The minibus is expected to be returned in the same condition that it was hired. The user will be charged if there is any damage to the minibus and this may affect any future opportunities of hiring the vehicle.

#### Collecting and Dropping off

Collection and drop off will take place at Kingsmead Depot, 60 Fennels Road, High Wycombe HP11 1SL. There is a car park just next to the Depot which is pay on exit. Pick up and drop off is available from Monday to Friday, times can be arranged when booking the vehicle. One key will be given out on collection, however should you lose the key a second one will be made available to you. There will be a charge for replacing the missing key of £200.

#### Payment

Payment of hire must be paid in full to reserve the minibus.

#### Food and Drink

No food or drink is to be consumed in the minibus.

#### Smoking

Smoking is strictly prohibited in any part of the vehicle.

#### Accessibility

The minibus is wheelchair accessible. The minibus can hold 17 people without a wheelchair. To create space for one wheelchair, there are 4 removable chairs which need to be removed from the bus making it a 13 seater plus 1 wheelchair. The floor is non-slip and there are grab handles.

#### Fuel & Mileage

The vehicle must be returned with a full tank of petrol. The minibus takes **Diesel only** fuel.

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### Vehicle pack

A vehicle pack will be given to all drivers on collection. The pack will include details of breakdown cover, incident form, and contact details for Chiltern Rangers and other information.

### Insurance & Breakdown

The minibus is insured on a fully comprehensive basis, subject to the driver being registered and meeting the conditions stated under the criteria of eligibility for drivers. The cover, however, is subject to a £150.00 excess which applies to Accidental damage, fire and theft. There is a glass excess of £75.00. Any relevant insurance excess will be charged to the organisation hiring the vehicle upon any claim.

### Breakdown

The minibus has AA breakdown cover. In the event of a breakdown please contact the insurer QBE Helpline 0800 389 1708 first who will arrange with the AA for someone to come out and help you.

**Please do not go ahead and make your own arrangements**, as the AA cannot reimburse costs incurred without their prior authorisation. Full details are in the Vehicle Pack.

### Accidents, Incidents, Damages and Faults

Information on what to do in the event of an accident or emergency is in the Vehicle Pack. Details of any incident involving the vehicle must be reported as soon as possible but no later than 24 hours of the incident occurring and a copy of the completed accident form is to be returned within 48 hours. Please note that you need to report any accident, faults or damage to the vehicle no matter how small it may be. Failure to do so will result in the repair cost being charged to the group. The hirer will be liable for the cost of any repair for damage to the vehicle caused by the actions of the driver or passengers which cannot be attributed to reasonable wear and tear.

### Charging group users

You may not make a profit from charges or donations for using the minibus or advertise trips or excursions to the general public.

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### Conditions of hire

**All hirers of the Chiltern Rangers Community Minibus Hire Scheme must agree to these**

#### **Terms and Conditions of hire.**

1. Minibus hire is available only to current, registered members.
2. The vehicle will be inspected pre and post hire to record and jointly agree vehicle condition.
3. Community groups are responsible for nominating and ensuring that all their driver(s) have completed the registration process. All drivers must provide evidence that they are MiDAS trained and have a current MiDAS certificate and driving license valid for the type of vehicle to be driven.
4. The registered driver must ensure they are familiar with the controls of the minibus before they use it.
5. The registered driver is responsible for conducting pre-drive safety checks as instructed in MiDAS training.
6. The hirer is responsible for any charges or fines relating to traffic or parking violations.
7. Drivers must satisfy the requirements of any Road Traffic Legislation in force at the time of hire.
8. Minibuses can only be hired to organisations that have been accepted as members of the Chiltern Rangers Community Minibus hire scheme and have a current subscription to the scheme.
9. Community groups to whom the vehicle is hired must not allow the vehicle to be used, loaned or borrowed by any other party as this will invalidate the insurance cover.
10. The vehicle must only be driven by the registered driver(s) on behalf the organisation using the vehicle.
11. Hirers are responsible for up to the insurance policy excess (currently £250) resulting from any insurance claim involving 'own damage' to the vehicle. The excess will be refunded if the circumstances of the incident are such that the costs are able to be successfully recovered from a third party.
12. All damage and incidents involving the vehicle must be reported within 24 hours.
13. Hirers are responsible for operating our vehicle safely and legally. Vehicle must be left in a clean, tidy condition and returned with a full tank of fuel.
14. Keys may not be kept by any group without prior permission or passed on to other users and they must always be returned on the agreed day of return. If the key is lost, there is a £200 charge for replacement. AVYFC do have one spare key, so in an emergency, please contact us.
15. Chiltern Rangers reserves the right to refuse to hire its vehicle to any Community Group that,

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in its opinion, fails to take good care of the vehicle and/or otherwise fails to comply with the terms and conditions of hire. Registered Drivers having more than one blameworthy incident may be excluded from driving our vehicle

16. The charges contained within this pack, both for hire and membership to the scheme, are correct at the time of publication and are subject to change. Hirers should acquaint themselves with the current costing arrangements prior to booking. Members will be advised of any changes to the annual membership fee in advance of their renewal date.

18. Chiltern Rangers reserves the right to change these terms and conditions to align with legal, operational or statutory requirements.

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