



## MINIBUS BOOKING AGREEMENT FORM

|                                                 |                                                                                |
|-------------------------------------------------|--------------------------------------------------------------------------------|
| Name & Address of Hirer:                        | Name & Address for invoice purposes:                                           |
| Postcode: .....<br>.....                        | Postcode: .....                                                                |
| Contact Telephone No:                           | Contact Telephone No:                                                          |
| Approved Driver's Name:                         |                                                                                |
| Approved Driver's Permit No:                    | Driving Licence No:                                                            |
| Convictions: No ( ) Yes ( ) Please give details |                                                                                |
| Contact Telephone No:                           |                                                                                |
| Approved 2nd Driver's Name:                     |                                                                                |
| Approved 2nd Driver's Permit No:                | Driving Licence No:                                                            |
| Convictions: No ( ) Yes ( ) Please give details |                                                                                |
| Contact Telephone No:                           |                                                                                |
| Dates & Times Required:                         | From...../...../20..... at.....hours<br><br>To...../...../20..... at.....hours |
| Details of Journey:                             | Depart from.....<br>Arriving at.....                                           |
| No. of Passengers:                              | Disable Adults .....<br>Disable Children .....                                 |
| Wheelchair Access Required:                     | Yes/No                                                                         |
| Name and Address of Overnight stays:            |                                                                                |

I have read and agree to be bound by Uncle Phil's Minibus Booking

Regulations for the operation of Uncle Phil's owned minibuses.

Signed by Hirer.....Date:.....



## Terms and Conditions of Booking

1. Uncle Phil's minibuses are only available to non-profit making community and voluntary groups within Bedfordshire & Hertfordshire

All minibuses are operated under the Minibus and Other Section 19 Permit Buses Regulations 1987 Legislation.

Uncle Phil's is the registered holder of a Section 19 Permit for each minibus, and every hire is carried out under the terms and conditions of the permit. This means that:

A minibus should only be booked by such bodies as those involved with:

(a) Education (b) Religion (c) Social Welfare (d) Other activities beneficial to the community.

A minibus cannot be booked for activities which are profit making. This means that a private nursing home or private nursery cannot hire a minibus.

2. Vehicles are subject to availability.
3. Vehicles can only be driven by Uncle Phil's Minibus Permit holders.
4. All sections of the vehicle log book must be completed for each journey.
5. Vehicles must be picked up and returned at the specified times and locations.
6. Vehicles must be fuelled prior to return. Charges will be incurred if this requirement is not met.
7. Vehicles must be returned in a clean and tidy condition. There will be a (£40) Cost to Clean
8. Any damage must be reported to the person from whom the vehicle was collected, and also to the Integrated Transport Team on **07804561962**
9. 24 hour notice is required for a cancellation. A cancellation fee will be charged if less notice is given.
10. All Donations are to be paid up front before vehicle is taken away.
11. No standing shall be allowed whilst the vehicle is in motion. Passengers' movement in small vehicles can be critical in relation to stability.
12. No Food or Drinks allowed in the vehicle.
13. All personal belongings/equipment left in the minibus at owner's risk. Uncle Phil's Insurance does not cover such items should a break in occur.
14. All Tickets and Endorsement will be down to the driver using the bus

**ACCESS FEE £250.00 NEED TO BE LEFT TO COVER ANY DAMAGE TO THE VEHICLE.**

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_