



CANOLFAN BEAUMARIS--SEIRIOL ALLIANCE COMMUNITY MINIBUS

TERMS AND CONDITIONS OF USE

The Community Minibus is freely borrowed initially to members of the Seiriol Ward and also to members who reside outside the Ward. The word members means those who are fully paid up members of Canolfan Hamdden Beaumaris Leisure Centre.

GUIDE TO COSTS

When using the vehicle under the booking terms the vehicle ***must be returned with a fuel level equal to that used to cover the journey.***

In addition to replacing the fuel used, in order to help cover maintenance and service costs, a ***donation*** would be very welcome.

A rough guide for ***donations*** would be:

Journey within the Seiriol Ward	£10 - £20 or £2.00 per passenger
Outside the Seiriol Ward but remaining within Anglesey or Arfon	£20 - £40 or £3.00 per passenger
Outside of Anglesey but within North West Wales	£50 - £80 or £6.00 per passenger
Outside of North West Wales	£80 - £160 or £10.00 per passenger

These figures are for guidance only. Any donation is gratefully received.

VEHICLE DOCUMENTS

Copies of the Breakdown and Recovery details, the Insurance, Vehicle Registration and MOT Certificate are stored in the vehicle glove compartment.

APPROVED DRIVERS AND INSURANCE COVER

Drivers are covered by the Canolfan Beaumaris a'r Cylch Minibus Insurance as long as the following apply:

EITHER the driver is a paid up member of Canolfan Beaumaris a'r Cylch OR the organisation he/she is driving for has its own Section 19 Permit.

All members of the Canolfan Beaumaris a'r Cylch official minibus driver "pool" have passed a MIDAS minibus driver training course within the past 4 years.

All drivers must be over the age of 25 and under the age of 70 unless they are a "named driver" on our minibus insurance.

Drivers aged 25 - 70 need to have been in receipt of a Full Driving Licence for over 2 years and have a D1 classification (or PSV/HGV classification) on their Licence.

Drivers over the age of 70 will need a code 120 on their licence or they must complete a D2 form (Application for Lorry, Bus or Minibus driving licence) and also get their Doctor to complete a D4 form (Medical Examination Report). Both the D2 and D4 forms have to be submitted to the DVLA to enable their driving licence to be renewed

Section 19 permits can be obtained easily by qualifying organisations through GOV.UK. The current cost is £13 for a permit which lasts 5 years.

For more information on Section 19 permits and driving the minibus over the age of 70 please consult the DVLA and GOV.UK websites or arrange an appointment with the Canolfan Beaumaris minibus administration team.

Please note that the Section 19 permit doesn't apply to driving abroad. If you are considering taking the minibus abroad, please arrange an appointment with the minibus administration team to discuss your arrangements.

Drivers will be asked to show their driving licence and, when required, a copy of their MIDAS Certificate and their organisation's Section 19 permit.

VEHICLE SAFETY CHECK

The Driver will be responsible for all Vehicle Safety Checks noted on the Checklist which must be completed in full. Any faults are to be noted on the Checklist which will be brought to the attention of the Canolfan Minibus Administration team.

LOG BOOK

A Log Book is kept in the vehicle to record the journey details such as the mileage driven and should be signed by the driver.

IMPORTANT SAFETY NOTES

Please note that adherence to the following is the direct responsibility of the person and/or organisation booking the Minibus:

Speed

The vehicle is governed at 62mph for safety of passengers. All other speed limits below that figure must be adhered to. Should any speeding/parking penalties be issued then they will be entirely within the responsibility of the driver.

Alcohol

No alcohol will be consumed on the vehicle. Responsibility for any breach lies with the Person/Organisation that booked the Minibus.

Smoking

The vehicle is NON SMOKING. Please remember this to retain the comfort of all passengers.

Drugs

There will be no drugs of any kind allowed on the vehicle. Should it be proven that this condition is breached then the person/organisation who booked the vehicle will be held entirely responsible and will not be allowed future bookings.

Transport of Young Persons

Should it be that the booking involves a group of only young persons under the age of 16 yrs then they must be accompanied by an adult separate to the Driver who has in his/her possession an up to date BBS Certificate.

TERMS AND CONDITIONS

1. The Minibus is available for nonprofit making community and voluntary groups within the Seiriol Ward.
2. The Minibus is operated under the Minibus and Other Section 19 Permit Buses Regulations 1987 Legislation.
3. The Minibus cannot be used for activities which are profit making.
4. The booking of the Minibus is subject to availability.
5. The Minibus can only be driven by approved drivers
6. All sections of the Minibus Log Book must be completed for each journey.
7. The Minibus must be picked up and returned at specified times and locations.
8. The Minibus must be refuelled prior to return
9. The Minibus must be returned in a clean and tidy condition.
10. Any damage must be reported to the staff at Canolfan Beaumaris. If necessary phone 01248 811 200.
11. 24 hours notice is required for cancellation.
12. All personal belongings/equipment left in the Minibus at owner's risk.

KEYS

The keys will be kept at the Canolfan Beaumaris. Special arrangements will be made to collect and return the keys when the Canolfan is closed.

Minibus outside opening hours contact details:

Alwyn Rowlands 01248 811445/07803 740 730

Steve MacVicar 01248 811332/07734 579 049

Booking can be made by contacting Canolfan Beaumaris

TEL: 01248 811200 EMAIL: enquiries@canolfanbeaumaris.org.uk