

## The Village Minibus

01452 781055 – [www.villageminibus.co.uk](http://www.villageminibus.co.uk)

Firstly, Thank you for your enquiry to hire The Village Minibus. The Village Minibus is a non-profit making organisation and is run and managed by a willing team of volunteers who drive for us, coordinate our trips and bookings, and a large number of sponsors and supporters.

The minibus operates in Rural Gloucestershire to enable groups, organisations, schools and charities to have access to transportation. Surprisingly it costs a lot to keep our minibus on the road, fully safe and serviced so that all areas of Gloucestershire can use and enjoy its comfort.

All money raised goes back into the minibus to provide comprehensive training for our volunteer drivers, full insurance for our customers and important things such as fuel!

Unfortunately, some people have not seen the community spirit and ethos that we strive for and have hired our minibus and not looked after it or worst still, not paid for its use on receipt of our invoice.

Therefore we have had to go down the route of issuing a Hire Agreement and request a deposit from our Self-Drive customers. However, your custom is still very important to us as it means that we can offer better services to our community and charity groups.

Enclosed is our Booking Form and Terms of Hire, please complete all of the sections of the Booking Form, read thoroughly our Terms of Hire and sign, print name and date at the bottom.

A condition of our comprehensive insurance is that Driver Names are provided along with a copy of both parts of their driving licence. These can be scanned and emailed or photocopied and posted.

Finally, the completed booking form, signed hire agreement and driving licence copy along with the required deposit must be returned **7 days** prior to your booking date along with the required deposit.

Paperwork can be posted to the address below or emailed to [Enquiries@thevillageminibus.co.uk](mailto:Enquiries@thevillageminibus.co.uk) and the cheque for the deposit can be posted to:

TPC  
Hill View  
The Knowle  
Tirley  
Gloucestershire  
GL19 4HE

Thank you for your continued Support

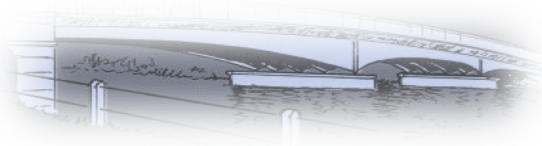
**The Village Minibus Team**

### CHECKLIST

	Completed Booking Form
	Signed Hire Agreement (a copy of which can be found on our website for your reference)
	Driving Licence Copies
	Deposit of:

Please make cheques payable to : Tirley Parish Council Minibus Project

The Village Minibus is owned and operated by Tirley Parish Council



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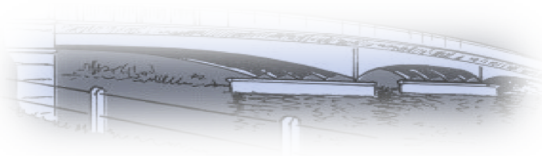
### TERMS OF HIRE

#### Between the “Hirer” and Tirley Parish Council “TPC”

1. The hirer agrees to take responsibility for the vehicle as they find it. On finding the vehicle, should damage be present, the driver takes responsibility for informing TPC prior to driving the vehicle:
  - a. External appearance (Lights, bodywork, indicators, tyres, mirrors, washer-wiper)
  - b. Interior fittings (eg seats and seat-belts secure and in working order)
  - c. Cleanliness/tidiness
  - d. Mileage
2. The hirer agrees to pay £250 excess for any damage to vehicles during their period of hire and be charged for any missing equipment or fittings.
3. The hirer agrees to pay the balance of the booking within 30 days of invoice receipt.
4. The hirer agrees to fill-up the vehicle with Diesel so the tank is full at completion of hire period. The hirer agrees to use the fuel card located within the minibus for this purpose.
5. The hirer agrees to not use the fuel card for the re-fuelling of any other vehicle.
6. The driver agrees that they understand daily checks are made on the vehicles in accordance with the checklist located within the minibus.
7. The driver agrees to complete the daily trip log located within the minibus.
8. The hirer is responsible for ensuring only registered drivers (those stated on the booking form for whom TPC has a copy of licence details) drive the vehicle during the hire period.
9. All drivers must be aged between 25 and 70, with a full UK Driving Licence including entitlement D1.
10. The hirer is responsible for any and all road fines or penalties imposed in relation to any road traffic or parking infringements; the driver will be responsible for any driving-related offences (eg speeding fines or offences) during the duration of the booking as detailed on the booking form.
11. The hirer is responsible for any congestion and toll type charges for the duration of the booking as detailed on the booking form.
12. The driver/s agree/s to abide by the law at all times, drive safely, responsibly and carefully, and not to put any person at risk of injury.
13. The hirer is responsible for looking after the vehicle and keys at all times during the hire period; the hirer will lock the vehicle when the vehicle is not in use.
  - a. The hirer understands that TPC is not responsible for any belongings of the hirer or their party during the vehicle hire period.
14. The hirer is responsible for using the correct fuel in the vehicle. All costs of using incorrect fuel in the hire vehicle will be billed to the hirer.
15. The hirer is responsible for any damage to the vehicle during the hire period, including caused by hitting overhead or overhanging objects or spanning constructions; the driver is responsible for any damage to the vehicle caused by hitting low level objects. Vehicle dimensions are shown within the vehicle.
16. The hirer agrees not to sell, rent, dispose of the vehicle or any of its parts or give anyone legal rights over a vehicle.
17. The hirer will not allow anyone to work on the vehicle without TPC’s express permission.
18. The hirer agrees to inform TPC immediately of any fault in the vehicle.
19. The hirer agrees to return the vehicle from the location they collected it from, including parking the vehicle responsibly and so it does not obstruct any other vehicles entrances/exits or walkways.
20. The hirer agrees to not:
  - a. Use the vehicle for any illegal purpose;
  - b. Overload the vehicle or use the vehicle solely for transporting equipment/moving belongings;
  - c. Use the vehicle whilst under the influence of alcohol or drugs;
  - d. Use the vehicle if the driver may reasonably be considered to be unfit to drive a vehicle;
  - e. Remove seats from the vehicle;
  - f. Drive the vehicle outside England, Scotland, Wales and Northern Ireland, unless previously agreed by TPC via written consent.

I have read and agree to be bound by The Village Minibus Terms of Hire:

Signed by Hirer.....Print Name.....Date:.....



## The Village Minibus

Name & Address of Hirer:	Name & Address for invoice purposes:
Postcode: .....	Postcode: .....
Contact Telephone No:	Contact Telephone No:
Approved Driver's Name:	
Driving Licence No:	
Convictions: No ( ) Yes ( ) Please give details	
Contact Telephone No:	
Approved 2nd Driver's Name:	
Driving Licence No:	
Convictions: No ( ) Yes ( ) Please give details	
Contact Telephone No:	
Dates & Times Required:	From...../...../20..... at.....hours To...../...../20..... at.....hours
Name and Address of Overnight stays:	