

**VEHICLE HIRE
BOOKING FORM**

**In The Mix Project
VW Transport Shuttle Bus - WJ59 KVL**

HIRE APPLICATION

The hire and use of our vehicle/s is subject to our policy framework and the insurance requirements as stated in the Motor Certificate of Insurance. Hired vehicles may only be used for purposes as stated within our insurance agreement. To ensure compliance and assist with administration, sections 1, 3 and 4, must be satisfactorily completed before release of the vehicle to the hirer. Section 2 will require information prior to release and on return of the vehicle.

SECTION 1 - YOUR DETAILS

Name of Organisation/Hirer:	
Section 19 permit number: (where applicable)	
Name, address and telephone number of Hirer and all drivers who will be permitted to drive the vehicle:	

SECTION 2 - HIRE AND COSTS

Destination & purpose of trip:			
Start Date/Time:		Finish Date/Time:	
Cost of Sessions/Booking			

SECTION 3 - DRIVER DETAILS AND LICENCE CHECKS

Prior to the release of the vehicle, the licence details of the person taking the vehicle should be inspected and documented in the table below. The relevant information should be photocopied. Drivers with just a paper licence should be checked as normal. Those drivers with a photo card licence now need to follow the procedure below as the paper part of their licence is no longer valid.

The person wishing to hire a vehicle will need to have logged on to the DVLA website and completed the online form. The form requires the person to enter their NI number, driving licence number and post code. This generates a "check code" which stays active for 21 days.

See link <https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>

The centre can then log on to the link below to run a check of their licence. See link for more details <https://www.gov.uk/check-driving-information>

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SECTION 4 - HIRE AGREEMENT**

I, _____ of _____ (name of hirer), under the terms and conditions of this hire agreement, will ensure the vehicle is used within the confines of the insurance requirements for use. I understand that, although ITMP strives to ensure the vehicle is fit for purpose, the driver holds legal responsibility to ensure the vehicle is fit for road use, complies with the law and for the conduct of any passengers.

I will bring to the attention of ITMP;

1. Any damage to the vehicle prior to my departure
2. Any damage sustained during the hire period

In the event of any damage to the vehicle, other vehicle(s) or any other action during the hire period resulting in an insurance claim, I will be liable for any excess charge applicable. I may also be invoiced for any other minor damage not resulting in an insurance claim but that incurs costs during rectification.

I have read and accept the conditions of hire and certify that each driver listed above is over the age of 21, has a current driving licence, an appropriate Driver Assessment Certificate and is proficient in the use of wheelchair facility (if required), all of which I have checked.

I undertake to ensure that each driver will read both the instructions enclosed with this form and those kept in the vehicle before moving off.

Hire fee of: £ _____ is enclosed. Cheques should be made payable to **In The Mix Youth Project**.

Name:

Signed:

Date:

Position in organisation (if applicable): _____

Completed booking forms can be posted or scanned and emailed to hire@inthemixproject.org.uk.

SECTION 5 - CONFIRMATION OF BOOKING

Once booking is approved please arrange a time to collect the keys from In The Mix Project or have the vehicle delivered. Hirers are responsible for collecting and returning at times agreed with In The Mix Project unless delivery/pick-up applied. The drivers only named are authorised to use the vehicle for the purposes described above.

NOTES

The driver is responsible for ensuring that the vehicle is roadworthy. The daily checks sheet should be completed each day. The vehicle log in the bus must also be completed.

The vehicle will be full of fuel on collection and must be returned full. We reserve the right to invoice for the cost of fuel, cleaning, damage and incidental costs.

This completed form should be returned prior to the booking period to
In The Mix Project, C/O The Hub Centre, Hartswell, South Street Wiveliscombe, TA4 2NE.

Hire Costs & Terms And Conditions
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HIRE RATES

Availability	Hire Rates	With ITMYP Vol Driver Expenses
Half Day 4hrs (booking until 6pm)	£30.00	+ £50.00 for 4hrs
Daytime (8am – 6pm)	£60.00	+ £60.00 for 6hrs, add. £15 p/h after that
Evening (6pm - 12 midnight)	£35.00	n/a
Weekend Rate (per day)	£85.00	+ £75.00 for 6hrs, add. £20 p/h after that

DROP OFF, COLLECTION AND TRANSPORT SERVICE

Drop off of vehicle and collection service is available at additional cost, we can also supply a driver should you require, please contact us for more information.

CONDITIONS OF HIRE

Anyone hiring the minibus must:

- be at least 21 years of age to drive the minibus
- have held their license for at least 2 years
- have had no blameworthy accidents and have no more than 3 penalty points on their license
- ensure the minibus will only be used for education or social purposes by a non-commercial body
- Register as an ITMP minibus driver
- It is the responsibility of the hiring group to ensure any person driving the vehicle during the hiring period is eligible and authorised to do so.

EMERGENCY PROCEDURES / BREAKDOWN ARRANGEMENTS

Before departing please ensure all users and participants are fully acquainted with Emergency Procedures and that Drivers are aware of location of first aid kits and fire extinguishers.

INSURANCE

The vehicle is covered by In The Mix Youth Project insurance the booking procedure and registration forms have been completed. This policy has a £150 excess and therefore we reserve the right to recoup up to £150 and the cost of a replacement hire vehicle from the hirer if the vehicle is damaged during their booking. This applies to all accidents and incidents, no matter where the fault. By making a booking and using the vehicle, the hirer accepts this condition.

Section 19 Permit

All organisations hiring a minibus must hold a Section 19 (Transport Act 1985) permit or be a registered ITMYP driver and covered under our permit. Information and application forms are available from the DVSA at www.gov.uk or tel: 0300 123 9000

Cancellation Fees

May be applicable less than 48 hours notice – 80 percent of the hire charge. Less than 7 days notice – 20 percent of the hire charge.

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Excess Fuel Charge

Under 100 miles covered under hire arrangement, thereafter 5p per mile additional charge.

Fuel – on Collection

(unless otherwise notified the bus **will have a full tank of Diesel** (unless otherwise authorised) and will need to be returned with a full tank. We reserve the right to charge for both diesel and time should we need to re fuel. *Please refuel after hire or usage.*

Journey Log

On each day of hire the driver(s) must complete the daily log and procedures including daily checks. Details of distance travelled, times, defects, fuel usage and confirming the clean state of the bus must be complete on returning vehicle.

Use of Vehicle

The vehicle should only be used on normal road surfaces with use on unmade roads kept to a minimum.

Accidental Damage

Should this vehicle be involved in an accident or damaged in any way, whilst in the care of the hirer; a full account of how the accident / damage occurred must be recorded on incident record form (**ITMP3**) stored in the rear of the vehicle driver pack. The Accident Report supplied in the Minibus Pack **MUST** be returned to ITMYP within 24 hours of the incidents and John Hellier (Project Manager) informed by Phone/Email.

Cleanliness of the Vehicle

The bus must be returned in a clean and tidy state both inside and out such that it is ready for immediate re-hire. Please ensure all rubbish is removed after hire or usage. A brush and dustpan are kept inside the bus. Failure to return the bus in a clean state will incur a cleaning charge of £35 per hour.

I/We have read these conditions and agree to abide by them (All Drivers To Sign)	
Signed	Date
Print Name	