

East Beds Community Bus Ltd

operating the

Ivel Sprinter



A Registered

Community Benefit Society No: 27804R

VAT no 974 6777 53

www.ivalsprinter.org.uk

HIRING THE IVEL SPRINTER: FAQs

Bookings

In the first instance, contact Graham Barbet on 01767 260485 or by email to hire.manager@ivalsprinter.org.uk

If the bus is available he will send you an "Application for Hire" document. Complete it and return it to him complete with £40 Deposit.

If you don't want to hire it after all, please let Hire Manager know as soon as possible, deposits are non refundable.

How far in advance do I need to book?

Obviously the sooner you book the better, especially at special holiday times or weekends or if you need us to provide a driver. The bus seats 16 people plus the driver.

Charges

We have a flat charge of £40 (includes VAT) for a hire. This covers insurance and fuel the first 40 miles you travel. Any distance over that we charge £1-00 per mile. The cost of any fuel you have to put in can be reclaimed if a VAT receipt is appended to the Waybill afterwards.

PAYMENT to be made **on the day of hire** by cash or cheque made payable to 'East Beds Community Bus Ltd' and left in the plastic wallet on the bus. If payment is not possible on the day of hire, then agree terms at time of booking.

Who drives?

The hirer provides his/her own driver, who must be competent and confident to drive a long wheelbase vehicle, **and hold a class D1 licence**. He/she will need to provide us with a DVLA printout of their licence details. Hire Manager has a list of our drivers who are willing to help if you can't find your own driver.

Our vehicles incorporate numerous safety features and to ensure that your driver is fully conversant with them we organise a familiarisation run prior to the hire date.

Breakdown.

Assistance details are behind the driver's sun-visor. And on the front of the vehicle log book

I hope this answers most of your questions, but if there are other problems, please don't hesitate to contact the Hire Manager.

July 2018 v.3.2

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APPLICATION FOR HIRE OF IVEL SPRINTER

Organisation name			
Contact Person			
Address			Post Code
Phone numbers		mobile	
Email Address			

Hire Date/s	Hire Times
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Journey Detail	
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Driver Details	If Hirer's Driver, Please see attached instruction to obtain Driver Licence Summary and email result to hire.manager@ivalsprinter.org.uk
Driver	Sprinter Driver or Hirer's Driver?
Driver Name	

Payment Method	<input type="checkbox"/> Cash/cheque with waybill	<input type="checkbox"/> cheque with invoice	<input type="checkbox"/> Bank transfer with Invoice
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Terms and conditions appear on the back of this document

Hirer needs to sign the following:

I have read and agree to the Company's terms and conditions

signed

DATA PROTECTION: Your details will only be kept in paper form or on one computer for the purpose of communication between ourselves and the driver of your service.

Please note:

This application form must be completed and sent either by post or email to

Graham Barbet, 4 Baker Ave, Pottton, SG19 2PJ

or by email to hire.manager@ivalsprinter.org.uk

HIRE TERMS AND CONDITIONS FOR IVEL SPRINTER

- 1 DRIVER MUST HOLD A D1 LICENCE - Summary of licence from DVLA must be supplied to Hire Manager - Instructions on separate sheet.
- 2 New drivers must be tested by Ivel Sprinter Manager
- 3 Driver Must fill in log book at start and finish of journey + Waybill at end of journey
- 4 Deposit of £40 is required with Booking
- 5 Smoking on the bus is not permitted
- 6 Speed limits must be observed, if no limit 50mph on single carriageway and 60mph on dual carriageway and motorway
- 7 Seat Belts should be worn whilst bus in motion
- 8 Only Not For Profit Organisations may hire the bus
- 9 The hirer is responsible for any Insurance excess - In case of accident take details in the normal way, accident book on the dash. Inform Hire Manager immediately, 07748088493
- 10 In the event of breakdown, details are behind the drivers sun visor and on the front of the log book
- 11 Payment terms must be agreed in advance (£40 fee covers first 40 miles then £1 per mile after that. Fuel will be reimbursed on production of a vat receipt
- 12 Please leave the bus clean and tidy and parked as you found it.
- 13 If you are using one of our drivers, please look after him, he is a volunteer
- 14 Enjoy your journey

Driver Responsibility – Start & Finish Checks

When you collect the keys for a vehicle, you become legally responsible for it. This means that you are liable for any fines or penalties!

You are responsible for the vehicle whilst you have the keys. If it is not roadworthy, do not drive it.

Vehicle checks fall under four categories:

- ✂- Vehicle exterior - Vehicle START Check
- ✂- Vehicle interior - Vehicle START Check
- ✂- Vehicle systems — checked once vehicle is running. - Vehicle START Check
- ✂- Shutting Down – checked at the end of the journey - Vehicle FINISH Check

Start Checks:

Exterior - Walk around the vehicle, checking the following

Bodywork Are there any dents or scrapes in the exterior panels?

Mirrors Are both wing mirrors present and undamaged?

Lights Are any of the lights not working or damaged?

Fuel cap Is it present and does it work properly?

Tyres Check all tyres for excessive wear, correct pressure and any other damage (i.e. cracks in the tyre wall).

Cleanliness Is the exterior reasonably clean? It is illegal if any of the windows are dirty to an extent that obscures the driver's vision.

EMERGENCY DOOR RELEASE HANDLE – ENSURE IT IS UNLOCKED BEFORE STARTING ENGINE.



Interior

Journey Log sheets – located on front of dashboard

Vehicle manual - in glove box

First Aid Kit – at rear of drivers seat or overhead locker

Ice scraper – In driver door compartment

Tyre changing equipment

Fire Extinguisher - One secured to the floor next to the driver. One secured on the left hand side of the minibus behind the rear door

Seat belts - Check that all seat belts are undamaged and in working condition.

Fuel - Has the vehicle a full tank of fuel?

System

All Lights (External and Internal)

Windscreen wiper and washers

Brakes - Ensure they are working properly

Steering - Is the power steering working efficiently?

Horn - Sound briefly **away from residential areas** to check that it is working.

Finish Checks: Shutting Down

Rubbish - Make sure all rubbish is cleared from the minibus

Cleanliness - Make sure the minibus is left clean and tidy

Personal items - Make sure all personal items are removed

Lights - Make sure all internal & external lights are switched off

Heater - Make sure the Webasto cabin heater is switched off (Located on overhead control panel)

Tail-lift (if used)- Make sure the Tail-lift is switched off – (Located on panel by driver's right hand)

Windows - Make sure all windows are shut and locked

Roof vent - Make sure roof vent is closed

Doors - Make sure all doors are fully closed and locked

Bodywork - Check and report any damage on form provided

EMERGENCY DOOR RELEASE HANDLE – ENSURE THIS IS LOCKED BEFORE YOU LEAVE THE VEHICLE.



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WAYBILL VEHICLE REG.NO.

Please note: a separate waybill and entry in the vehicle log book must be completed for each journey

Details of Hirer

Organisation name	
Organisation contact person	

Details of Driver if not the contact person

Driver's name	
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Details of Journey

Destination or purpose of hire	
Date of hire	
Date returned	
Speedo reading on return	
Speedo reading at start	
Total miles Covered	

Calculation of Charge

- (a) Daily charge including first 40 miles
- (b) Journey excess miles: @ £1.00 per Mile
- (c) Cost of fuel provided by hirer if required (VAT receipt appended)
- Total (a) + (b) - (c)**
- (d) VAT element (official use)

£40.00
£
£
£
£

Payment to be made on the day of hire by cash or cheque made payable to "East Beds Community Bus Ltd" and left in the plastic wallet on the bus or posted to, Sprinter Treasurer, 49 Horslow Street, Pottton, SG19 2NX

Details of any incident or accident must be recorded in the Accident Book kept in the cab and reported with 2 hours to Jim Rix 01462 701663 or 07543 665050 or Graham Daniels 01767 260863

The driver needs to read and sign the following:

I have made 'start' and 'finish' checks and entered details on the sheets kept in the folder in the bus for that purpose

Payment has been left in the bus / Alternative payment arrangement have been agreed. (*delete as appropriate)

Signed

DATA PROTECTION: This document will be used for the purpose of accounting and destroyed upon completion of the transaction