

One Community Transport

Minibus Booking Form (Single Bookings Only)

Organisation:	<input type="text"/>	Membership No
Contact:	<input type="text"/>	
Address:	<input type="text"/>	
Telephone:	<input type="text"/>	
Email:	<input type="text"/>	

Name & Address to who invoice should be sent to (if different from above)

Name:	<input type="text"/>
Address:	<input type="text"/>

Booking Details:

Day & Date:	<input type="text"/>		
No of Minibuses:	<input type="text"/>	Driver Required. (Please circle)	Yes No
No of Seated Passengers	<input type="text"/>	No of Wheelchairs	<input type="text"/>

Time Minibus is required:

First Pick-up:	<input type="text"/>	Arrival Time:	<input type="text"/>	Return Journey:	<input type="text"/>	Finish Time:	<input type="text"/>
Destination: (Please give Full address)	<input type="text"/>						

Additional Details

Passenger Names & Addresses Supplied. (Please circle)	Yes No
Address If there is only one pick-up point:	<input type="text"/>

In making this application on behalf of the above organisation. I accept the conditions of hire as explained overleaf.

Signed:	<input type="text"/>	Date:	<input type="text"/>
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Conditions of Hire

One Community Transport is a project of One Community. Its fleet of vehicles are available to hire to non-profit making groups and organisations affiliated to One Community. Application forms for membership are available from Reception at One Community's main office (see below)

1. Groups and Organisations wishing to hire One Community Transport minibuses must be affiliated to or be a partner of One Community (Eastleigh)
2. When making a booking the membership number must be clearly displayed in the top right hand corner of the booking form
3. Provisional bookings or enquiries made by telephone or email cannot be considered as a firm booking until a completed booking form is received by the transport office at One Community.
4. A list of passenger names and addresses must be supplied to the transport office at least three working days before the date of travel (this is to satisfy insurance requirements). Failure to provide details within the allotted time may result in the cancellation of the booking.
5. All drivers must be Midas assessed & trained and hold a current relevant certificate. Failure to comply will invalidate the Insurance Policy
6. One Community Transport cannot guarantee a volunteer driver although every effort will be made to supply a driver for your journey
7. If you are supplying your own driver the hirer is responsible for collecting and returning minibus keys from the transport office
8. Cancellations must be made giving more than 24 hours notice. Failure to adhere to this directive will result in a £15.00 cancellation fee.
9. The hirer is responsible for any charges related to parking the vehicle, including fines or penalties received due to parking violations.
10. A NO SMOKING policy applies to all vehicles
11. Passengers must wear a seatbelt in the minibus at all times unless they are exempt. Exemption should be confirmed by a doctor's certificate, which the transport office must have a copy of prior to the date of travel.
12. Vehicles must be left in a clean and tidy condition, with at least half a tank of fuel, ready for the next user. Hirers may be subjected to an additional cleaning charge if the vehicle is left untidy.
13. Should the vehicle be involved in an accident or sustain damage, it is the hirers responsibility to inform the transport office as soon as practically possible.
14. You will be invoiced at the end of each month for the journeys undertaken by your group. Payment must be made within 30 days.
15. We will endeavour to fulfil the booking but no responsibility can be accepted by One Community Transport, its agents, servants or employees should the minibus not be available through circumstances beyond their control.
16. The details contained on this booking form will be placed on computer and is subject to the Data Protection Act. You have the right to access these records at any time should you wish to do so.