

Minibus Declaration (organisation/ group)

For groups using the Wirral Mencap minibus on a self-drive basis

At the discretion of the Trustees, the Wirral Mencap minibus can be made available without charge to groups or organisations that benefit local people with a learning disability. Donations may be made towards the running costs and will be welcomed but are not a requirement. In order to use the minibus, every organisation must sign a declaration to show that they will abide by Wirral Mencap's usage conditions. In addition, each individual driver must sign a declaration and present their license either prior to, or on collection of the keys.

Conditions of use:

- The minibus must be used for social, domestic and pleasure purposes to benefit local people with a learning disability
- The minibus must be used by non-commercial bodies only and must not be used for hire or reward
- Drivers must be driving on a voluntary basis and passengers must not be charged fees (unless you have a valid section 19 permit and are covering fuel costs only)
- Drivers must be 25 years of age or older and must have held a driving license for at least 2 years
- Drivers must not have any unspent driving convictions (points on their license)
- The organisation must notify Wirral Mencap if a driver reaches the age of 65 (as the insurance policy will not automatically cover drivers over this age)
- All drivers must be directed to sign the driver's declaration and present both parts of their license prior to use.
- Wirral Mencap must be notified of changes to scheduled drivers
- The minibus must not be used to tow a trailer
- All drivers must have a valid DBS certificate with the named organisation
- The organisation named below must take full responsibility for assessing the competency of their drivers and must provide training to them as necessary. This also applies to use of the tail-lift. This is not the responsibility of Wirral Mencap.
- Fuel must be topped up to the same level as on collection every time the bus is used.
- The minibus must be kept in a clean condition and all rubbish must be removed before the bus is returned.
- The welfare and safety of passengers is the responsibility of the driver and/ or escorts whilst using the vehicle.

Declaration:

I _____ (full name and position) of
_____ (name of group/ centre/ organisation) agree to the
conditions outlined above.

Signed: _____

Date: _____