

Minibus Declaration (drivers)

Every person that drives the Wirral Mencap minibus must sign the following declaration and present both parts of their license either prior to, or on collection of the keys, the first time they drive the minibus. This information will be kept on file for future reference.

Declaration:

I _____ (full name) of _____ (name of group/ centre/ organisation) declare that

- I am driving on a voluntary basis
- I am 25 years of age or older
- I have held a driving license for at least 2 years and have no current convictions on my license (points)
- I have prior experience of driving a minibus and have been deemed competent by the organisation named above (also applies to use of tail-lift)
- I understand that I cannot charge passengers fees (unless my organisation has a Section 19 permit and we are recouping fuel costs only)
- I have never been refused insurance or had special conditions imposed
- I will notify Wirral Mencap when I reach 65 years of age (as insurance policy will not automatically cover drivers over this age)
- I will notify Wirral Mencap straight away if I incur any driving convictions in the future.
- I will report any accidents, incidents or faults to the Wirral Mencap office immediately, however small.
- I will not use the minibus to tow a trailer
- The keys will not be passed onto another driver without the prior consent of Wirral Mencap (any new drivers will need to present license and sign declaration as outlined above)
- I will keep the entrance code to the Thomas Court car park confidential at all times
- I will check the oil, water, washer fluid, and tyre pressure before embarking on journeys.
- I understand that the welfare and safety of passengers is the responsibility of the driver and/ or escorts whilst using the vehicle.
- I will top the fuel back up to the same level as on collection every time the bus is used.
- I will keep the minibus in a clean condition and ensure all rubbish is removed before the bus is returned.
- I have declared any relevant medical conditions below (for insurance purposes):

Signed: _____

Date: _____

For office use only:

- Please tick this box to confirm that you have checked both parts of the driving license for convictions and validity (i.e. in date, and compliant with conditions above) and issued the driver with a copy of the Volunteer Drivers Handbook (RoSPA)

Checked by: _____

Date: _____