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**APPLICATION TO BOOK THE CARTMELL COMMUNITY MINIBUS**

1. **ORGANISATION REQUESTING USE OF VEHICLE.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Leader:- | |  | Organisation:- | |  | |
| Address:- |  | | |  | |  | |

1. **PROPOSED USE OF VEHICLE.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From:- (Day) |  | | (Date) |  | (Time). |
| To:- (Day) |  | | (Date) | 4 | (Time). |
| *(Allow time to check and clean the vehicle before the return).* | | | | | | |
| PURPOSE OF USE :- | |  | | | | |
| DESTINATION:- | |  | | | | |
| LIKELY NO. OF PASSENGERS \_\_\_\_\_\_\_\_\_\_\_ Do you require Tail Lift **YES/NO** | | | | | | |
|  | | | | | | |

1. **DETAILS OF DRIVER(S).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name:- |  | | | |
| Address:- | |  | Tel: |  | |

*N.B. The Driver MUST understand the conditions for the use of the vehicle, and be approved by ANY County Council or recognised training / assessment body, (including Cartmell) and hold a certificate of assessment.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Signature of Driver: |  | Date |  |
|  | Official position with the Organisation:- |  | | |

1. **INSURANCE EXCESS**

Groups must pay the £150 + VAT excess if damage to the bus results in a claim against our insurance.

1. **COLLECTING KEYS**

The driver must contact the booking secretary (details below) at least 3 days before the booking to arrange a suitable time to collect the keys.

1. **MINIMUM CHARGE**

The general charge is **£1.25 per mile**. There is a **minimum charge of £12** for the use of the minibus.

If Cartmell provide the driver, these charges will be **£2 per mile** and a **minimum of £20**

*If the booking is agreed but the bus not used, without 48hrs notice of cancellation, the minimum charge applies.*

**Please return the completed form to:**

Jonathan Barstow, Harcombe, The Hill, Little Somerford, Chippenham, SN15 5BQ

[cartmellminibus@gmail.com](mailto:cartmellminibus@gmail.com) <Tel:-> 01666 822651

Personal details of the officers/drivers nominated by the organisation will be stored electronically in password protected files and/or on paper in a secure location. This data will be used primarily to enable communications that facilitate the vehicle’s hire and only put to other legitimate purposed necessary for the sound management of the CCMinibus in accordance with GDPR requirements.