



## Mearns Minibus Link - Conditions of Hire

### **Bookings**

Bookings are only accepted upon completion of an MML Booking Form and are subsequently confirmed with the receipt of an MML Booking Confirmation Form. Groups must check MML Booking Confirmation Form and contact Mearns Minibus Link if there are any anomalies.

### **Charges**

Hires are charged at £1.30 per mile with a minimum charge of £20.

### **Collection and Return of Minibus**

The minibus is stored at Mearns Community Campus. New drivers of the bus should meet the MML Representative there for a handover of keys and completion of MML Familiarisation Check. All drivers should complete the MML Vehicle Check and sign the MML Bus Hire Form as appropriate.

A Damage Check should be done at the start and finish of each trip and if any new damage is noticed then the details should be noted on the MML Bus Condition Report.

The MML Bus Hire Form must be returned by the driver along with the bus keys as noted on MML Bus Booking Confirmation.

### **Driver's Responsibilities**

Only drivers with a valid driving licence and those aged 21 and over are permitted to drive the minibus.

Drivers must have completed Minibus Awareness Training (MiDAS) and have a valid certificate.

National speed limits MUST be observed at all times. In the case of roads with a 60mph or 70mph speed limit, the restriction on the minibus will be 10mph below the limit (ie 50mph & 60mph respectively).

Drivers should also be aware of the following safety requirements:

- All doors should be unlocked when the vehicle is in motion.
- All passengers should use the seatbelts.
- Ensure any luggage is secured before setting off.

No more than 13 passengers can be carried, not including the driver.



### Insurance Restrictions:

The minibus must not be driven by any person who has been:

- a) Refused any motor vehicle insurance or continuance thereof; had a previous insurance cancelled, or had increased terms or premium applied to a previous insurance;
- b) Convicted of any of the following motor offences during the past 5 years: AC10 - AC30, BA10 - BA60, CD40 - CD90, DD10 - DD90, DR10 - DR70, DG10 - DG90, IN10, MS50, TT99, UT50, MR09 - MR59;
- c) Convicted of, or has a prosecution pending in respect of a criminal offence other than a motoring offence that must be legally declared.

An excess of £500 will be charged for all insurance claims found to be the fault of your driver.

In addition:

An additional charge of £250 will be incurred by -

Drivers aged 21 to 24 in respect of damage.

Drivers aged over 25 who have held a licence for less than 12 months in respect of damage.

### **Food & Drink**

It would be preferred if food and drink were not consumed on the bus. However, it is recognised that this may not be possible in all circumstances. It is therefore requested that passengers take due care that food and drink are not spilled and that all waste is removed from the bus at the end of the hire period.

### **Cleaning of the Minibus**

It is the responsibility of the organisation hiring the bus to return it with the interior in a clean and tidy condition. All litter should be removed, and the interior given a brief sweep out if it is necessary. A dustpan, brush and rubbish bags are provided for this purpose. **Any group returning the bus with an excessively dirty interior may be charged an additional £30.00 on their invoice. Chewing gum is especially unwelcome and its removal is likely to incur the above charge.** The bus is for the use of the whole community and as a courtesy to other users please leave the bus in the same condition you would expect to find it yourself.



## **Maintenance**

If any driver has cause for concern about the condition or performance of the Minibus, they should report the matter to Mearns Minibus Link 07745 337382 and detail on the MML Bus Condition Report.

## **Breakdown**

The bus is covered for breakdown by Hadleigh Breakdown. To obtain assistance call the 24-hour breakdown control centre on 01245 408 492 or 0330 123 0724. Further details are in the information folder on the bus.

## **Road Conditions**

It is the responsibility of the driver concerned to decide whether or not to use the minibus when road conditions are hazardous. This matter should be given due attention, particularly if embarking on journeys in winter. The Traffic Scotland website at [www.trafficScotland.org](http://www.trafficScotland.org) may be worth consulting.