**Community Use Minibus Application/Booking Form**

**PLEASE MAKE SURE YOU MEET THE CRITERIA BEFORE COMPLETING THIS FORM**

Details of your Community Group

Name of Group:

Address :

Landline Tel Number: Mobile Tel Number:

E-Mail Address:

Dates of Use Requested

Pick Up Date/Time Date: Time:

Drop off Date/Time Date: Time:

Driver/drivers Details

Full Name:

Home Address:

Landline Tel Number: Mobile Tel Number:

E-Mail Address:

Brief Description of the proposed Use

**Agreement**

I agree that should use of the minibus be granted, it must only be used for the above purpose. I also agree to abide by the Minibus Safety Policy (copy provided in vehicle) and the Community Use Minibus Terms & Conditions (attached).

Minibus use authorised by: Date:

Agreement Accepted by: Date:

Keys supplied to: Date:

Keys returned to: Date:

Photocopy of Driving Licence or other photo ID Received

**Can we please ask that you follow the link below and fill out the necessary details within 21 days of the pick up. IF YOUR BOOKING IS MORE THAN 21 DAYS BEFORE THE DATE ITS REQUIRED PLEASE PROVIDE IT WITHIN THE 21 DAYS OR YOUR BOOKING WILL BE NULL AND VOID**

**Please note this must be the details for the driver/drivers of the vehicle.**

<https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>

**Please enter code and last eight digits of licence below. Failure to give these details will result in you not being able to book the mini bus. As per standard vehicle requirements**

|  |  |
| --- | --- |
| **8 Digit Code** | **Last 8 digits on licence**  |
|  |  |

**Community Use Minibus Terms & Conditions**

Use of the Brag Enterprises Community Use Minibus is strictly on a not for hire or reward basis. No passengers may be charged either directly or indirectly for using this vehicle.

Groups must be local (with a KY postcode) and constituted and we will ask for evidence of this for first time users

EXCLUSIONS:

* Organisations where they or their parent organisation have a turnover of more than £50,000 per annum (although affiliated organisations will be accepted e.g. Scouts or YMCA)
* Local authority or funded projects
* Private businesses or sole traders

The vehicle must only be used for the purpose as detailed in the application/booking form.

The named driver on the application form must provide a colour photo copy of their current full driving licence as proof of identity. They must also provide access to their live licinece via the DVLA

**Please note this must be the details for the driver/drivers of the vehicle.**

<https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>

This must be done no more than 21 days an no less than 3 days prior to collecting the vehicle.

Drivers must have held a valid full driving licence for at least 12 months and must be over 25. We will consider allowing those above 21 but only in exceptional circumstances

No other person other than the named drivers on the application form may drive this vehicle. If any other person is likely to drive the vehicle, additional contact details for that person along with a photocopy of their full driving licence will also be required.

The vehicle will be insured by us however, we will hold the user (or the organisation) responsible for any damage or loss of use by us. This will include repairs or minor bumps and scratches.

Where an incident is serious and requires an insurance claim that results in payment of any insurance excess, we will hold the user (or the organisation) responsible for payment of said excess (maximum of £200).

Keys for the vehicle will be issued to the named driver only once an application/booking form along has been submitted and approved. We will also require licence details prior to the hire.

Keys must be returned immediately once the vehicle loan period is complete. If this is out with normal office hours, the keys must be returned to Brag between the hours of 9:00am and 2:00pm the next working day (unless otherwise agreed).

The vehicle should be clean and as per the condition supplied with any litter or debris removed. Any returns that require cleaning will incur a £20 cleaning charge

The vehicle will be supplied with a full tank of diesel when collected and should be returned to Brag with a full tank of diesel. Failure to return vehicle with a full tank of diesel will result in Brag re-filling with fuel and invoicing the Community Group with the cost of the diesel plus an additional £10 to cover additional costs incurred by Brag. The vehicle will not be available for further booking to the Community Group until the invoice is paid in full.

Oil and water should be checked daily and topped up using the appropriate fluids

Bookings are accepted under a fair usage policy. Fair usage would reflect 10 bookings in any 1 rolling year, with a maximum of 2 bookings per month. Any bookings in excess of this fair usage policy will be at the discretion of Brag.

**To assist us in maintaining this free service to local community groups, donations can be made at** [**www.brag.co.uk**](http://www.brag.co.uk)**. A fair donation is £25 per day. Please confirm if you plan to make a donation**

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