



**Community Transport Solihull**  
Fordbridge Club for Young People  
100 Chapelhouse Road  
Birmingham B37 5HA  
Tel: 0121 779 5547 Fax: 0121 779 3684  
[solihull@communitytransport.org](mailto:solihull@communitytransport.org)

## **CT SOLIHULL - MINIBUS SERVICE INFORMATION**

Community Transport operates a fleet of minibuses, the carrying capacity of these vehicles vary from 14 to 16 passengers. These vehicles are owned directly by Community Transport and all have a tail lift facility and removable seats to accommodate passengers remaining in wheelchairs. To accommodate each wheelchair a double seat has to be removed.

Voluntary and charity groups on a self-drive basis, or with a Community Transport driver, if available can loan vehicles.

### **GROUP AFFILIATION**

Before groups can book Community Transport minibuses they must register and become affiliated. The registration form attached should be returned to Community Transport Solihull, Fordbridge Club for Young People, 100 Chapelhouse Road, Fordbridge, Birmingham B37 5HA.

A telephone call to the office on **779 5547** should be made to confirm registration within seven days of despatch. In line with National policy the project will adopt a system of set affiliation fees for the service user groups.

Affiliation charges will be linked to a three tier system as follows:

Community Groups (no paid workers)	- £15.00
Voluntary organisations (at least 1 paid worker)	- £25.00
Local and other statutory bodies	- £35.00

### **BOOKING PROCEDURE**

Bookings may be made by telephone (779 5547) or letter. To avoid confusion a letter giving full details of the proposed trip should follow up all telephone calls.

To cancel bookings 7 days notice must be given or a financial penalty will be incurred as shown in the charges paragraph. Authorised persons as nominated on the registration form can only make bookings.

**IT IS C.T. POLICY THAT NO VEHICLE CAN BE BOOKED FOR VISITS TO THE MONKEY ENCLOSURE OF THE WEST MIDLANDS SAFARI PARK.**

### **DRIVERS**

Any person wishing to drive our vehicles should have held a full driving licence for a minimum of two years and that licence should not show more than three penalty points. In addition persons wishing to drive should be between the ages of 25 and 70 years.

Prospective drivers must also undergo MiDAS training at a charge of £60.00. For drivers not affiliated to a group the cost will be £100.00. This takes place on a date to be mutually arranged between approximately 10.00am to 15.30pm. You will find enclosed herewith a driving application form – please return to Community Transport Solihull, Fordbridge Club for Young People, 100 Chapelhouse Road, Fordbridge, Birmingham B37 5HA.

**APPLICANTS SHOULD TELEPHONE THIS OFFICE TO BOOK AN APPOINTMENT.**

Drivers must bring with them their driving licence. Lunch will be provided on the day.

### **INSURANCE**

All vehicles operated by Community Transport are fully covered by comprehensive insurance a copy of which can be found in the document folder carried in each vehicle.

## **LOAN CHARGES**

**The cost of loaning a vehicle is as follows:-**

£4 per hour.

95p per mile.

*The above charges are inclusive of fuel and insurance costs.*

Alternatively £70 per day (plus fuel).

£120 Friday evening to Sunday evening (plus fuel)

£320 for 7 days loan (plus fuel)

Minimum charge £25

*Prices on request for supplying drivers/escorts.*

## **CLEANING CHARGE**

**THE VEHICLE MUST BE RETURNED WITH A CLEAN INTERIOR, WHERE POSSIBLE THE VEHICLE SHOULD BE SWEEPED OUT. COMMUNITY TRANSPORT RESERVES THE RIGHT TO INCLUDE A CLEANING CHARGE OF TWENTY POUNDS SHOULD A VEHICLE BE RETURNED IN A DIRTY CONDITION.**

## **CONDITIONS OF HIRE**

In addition to meeting the insurance, loan charge and booking conditions, there are other conditions that you must observe, these are:

### **a. REFUELLING OF VEHICLES**

Vehicles operated by Community Transport are diesel driven (derv). Great care should be taken when filling up to ensure that the correct fuel and engine oil is used.

### **b. DAMAGE**

Groups should make certain that their drivers make a note of any existing damage before leaving the project. Community Transport will make a charge of up to TWO HUNDRED POUNDS to cover the cost of any damage as a result of negligent driving whilst the vehicle is on loan.

### **c. PERMITS**

ALL DRIVERS ARE REQUESTED TO PRODUCE THEIR PERMITS ON COLLECTING PAPERWORK AND VEHICLE KEYS.

Permits are valid for 6 months from date of issue. It is a driver's responsibility to ensure that the permit is updated as it expires.

### **d. VEHICLE COLLECTION**

Please contact the office to arrange collection of vehicles, keys and paperwork.

When collecting or returning vehicles to Community Transport out of normal working hours, it is very important to observe the following procedure: On the key ring given to you there will be a key that will open the padlock. Always ensure that the gate is shut and padlocked after you leave the project.

On returning, make every effort to park the vehicle in a manner that will not block in any other vehicle, then complete your paperwork and post it through the letterbox provided, together with the keys and fuel receipts. The letterbox is located at the front of the building next to the roller shutter doors. When leaving please make sure the gate is closed and padlocked behind you.

The level of oil, water and hydraulic fluid are the responsibility of the driver. It is also important that all seats that you may have removed should be put back and secured before you leave the vehicle.

**FAILURE TO OBSERVE ANY OF THESE PROCEDURES COULD AFFECT YOUR FUTURE BOOKINGS.**

***Please make cheques payable to Community Transport.***