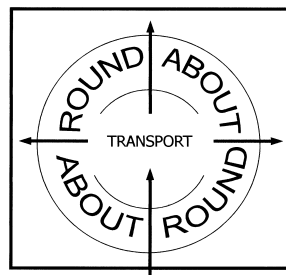


# ROUNDABOUT TRANSPORT



## Roundabout Transport

Roundabout Transport is the working name of SW Herts Community Transport Scheme. We provide minibuses to groups in Hertsmere, Watford, Three Rivers, St Albans & nearby areas.

## What is a Community Transport Scheme?

From the outside, we look like a minibus hire company in many respects. The main difference is that we are a membership scheme and not available to individuals. If you are a group that is involved in the community and become a member of Roundabout you can use us. Youth groups, older people's groups and homes, the disabled and those suffering mental or physical ill-health, ethnic groups and organisations working with those in financial need already benefit from the scheme but we are not open to profit-making organisations.

Government recognizes the need for community transport and has allowed some significant relaxations to make it more accessible. First, it is easier for people to be qualified to drive community minibuses and there are important tax concessions that keep prices down.

## May I Drive a Minibus?

If you are over 25 and hold a full car licence, the chances are you may legally drive a minibus in a scheme like ours. Drivers who gained a full UK licence before 1 Jan 97 have an automatic entitlement (until the age of 70) to drive a minibus with up to 16 passenger seats. For insurance reasons, **drivers must be over 25 years old.**

Drivers whose UK licence was issued after 31 Dec 96 are required to pass a further driving test in order to gain entitlement to drive (category D or D1 on the new style driving licence).

However a driver may drive a minibus without the need for a further test if:

- ❑ The driver has held a full car licence (manual), for at least two years.
- ❑ The minibus is used for social purposes by a non-commercial body.
- ❑ The driver is providing his/her services on a voluntary basis. Please note that interpretation of this rule is very strict. For example, a full time teacher driving for his/her school during holidays is still deemed to be paid for that work.

## What sort of vehicles does Roundabout operate?

We have eleven minibuses of which most are modern 15 seaters. They are based around the SW Herts area to be conveniently placed for those who use them.

## How Difficult is Minibus Driving?

Driving a modern minibus feels like driving a big car. Because our minibuses are longer than others, we aim to arrange a vehicle familiarisation before a driver can drive a vehicle. This familiarisation will include a short on-road session with a reversing manoeuvre. In the rare event that the on-road component is not satisfactory, the driver may be advised to have

training before taking out a minibus. Drivers are invited to arrange a familiarisation session before they drive for the first time.

### **Can the Vehicles take Disabled People?**

All the vehicles are fully wheelchair capable; most have the new four-point securing system for wheelchairs. In addition, Roundabout minibuses hold Blue Badges that give additional parking facilities for people with impaired mobility.

### **How about young people?**

Passenger seats are fitted with all-ages seat belts that accommodate children down to the age of about six years. Below that age we recommend parents provide “booster” cushions or seats. The seats and their mountings comply with modern safety requirements.

### **Criminal Records Bureau**

Member groups are responsible for assessing the suitability of drivers and escorts if working with vulnerable people. Roundabout can apply for CRB clearance on members' behalf.

### **How Much does it Cost?**

From 1<sup>st</sup> May 2016 our tariffs are:

- For bookings within a day, we charge £10 plus £1.40p per mile
- Weekly charge – Please contact the office for cost
- Weekend charge – Please contact the office for a cost
- Roundabout reserves the right to alter tariffs when required

### **Are Insurance and Fuel extra?**

No – **both are included in the price.** Each vehicle has a fuel card which is accepted at over 95% of service stations and 100% of mainstream retailers. All we ask is for the driver to be kind to the next user and fill the tank up if lower than half full at the end of a booking.

Please note although we are insured for accidents with 3<sup>rd</sup> parties etc, user groups should be aware that the excess cost of £250.00 will be payable by their group should an accident occur.

### **The vehicles are for the members**

We ask groups to leave the buses in at least as good state as when they picked them up. We inline with current legislation a no-smoking zone!

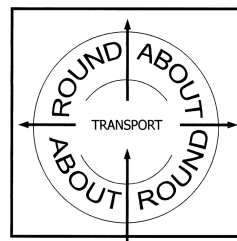
### **What is the status of Roundabout Transport?**

We are a Registered Charity (N<sup>o</sup> 1088113) and company (N<sup>o</sup> 4257815). We are funded by Herts CC, the local councils in which we operate, The Community Fund and local PCTs. We can be contacted at Old School Building, Church Lane, Mill End, Rickmansworth, Hertfordshire. WD3 8HD.

Telephone: 01923-711139. Mobile: 07793-325770.

# ROUNABOUT TRANSPORT

Old School Building, Church Lane, Mill End, Rickmansworth, Herts. WD3 8HD  
Tel: 01923-711139. e-mail: roundaboutherts@btconnect.com



ROUNABOUT TRANSPORT is the working name of:  
SW Herts Community Transport Scheme.  
Registered in England and Wales No. 4257815. Charity No. 1088113.

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## Rules for the Use of Roundabout Vehicles

**Please ensure that all Volunteer Drivers read these Rules and follow them.**

- Bookings** To be made by e-mail, in writing or by phone through the Roundabout Office.
- Keys** Kept in the vehicle pack and collected with the allocated custodian for each vehicle.
- Cancellations** 24 hours notice is required of a cancellation or charge of £15 may be raised.
- Drivers** All drivers are to be registered and approved with Roundabout. A copy of the licence is to be logged with Roundabout. Drivers must be aged 25-70 (special rules apply after 70) with no serious Licence endorsements (over 3 points). Special rules apply for drivers who gained their UK licences after 1<sup>st</sup> January, 1997.
- Drivers are to**
- Check for defects/damage before/after use and report any to the office;
  - Fill all the relevant sections of the Vehicle Journey log sheet;
  - Fill up with fuel if contents are less than ½ full at the end of the booking;
  - Note that filling with the wrong fuel will incur a repair charge being sent to the booking member group;
  - Note that any call-out charge resulting from a discharged battery caused by lights or appliances being left on will be passed on to the responsible group;
  - Check all lights, indicators, wipers are working and that oil, water and washer levels are correct and that tyres are not damaged or deflated.
- Seat Belts** **All passengers are to wear seat belts.** Belts should be clipped together after use.
- User Groups** Users are to take rubbish with them and sweep out after use. Spills, especially on seats, must be cleaned up. A charge to cover the full cost of cleaning may be added if this is not complied with.
- Accidents/  
Damage** Please note although we are insured for accidents with 3<sup>rd</sup> parties etc, user groups should be aware that the excess cost of £250.00 will be payable by their group should an accident occur. Vehicle damage due to misuse will incur full rectification by the user group.
- Smoking** No smoking in all buses. **Food/Drink** No food or drink to be consumed in all buses
- Fines** User groups are responsible for all fines and penalties imposed during their booking.
- Invoices** Invoices are to be paid within one month of billing date.
- Private Use** Drivers are not to use vehicles for private mileage.

# Roundabout Transport

(SW Herts Community Transport Scheme)

Old School Building,  
Church Lane,  
Mill End,  
Rickmansworth,  
Herts. WD3 8HD  
Tel: 01923 711139.

Registered Charity No:1088113  
Company Limited by Guarantee Registered in  
England & Wales. Registered No 4257815  
VAT Registered No 772 8079 95

## **APPLICATION FOR MEMBERSHIP**

Name of Organisation: \_\_\_\_\_

E-Mail \_\_\_\_\_

Contact \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

(mobile) \_\_\_\_\_ (fax) \_\_\_\_\_

Main type of activity  
(Please tick **one** box only)

Community

Disability

Over 60's

Youth

**Treasurer** (to whom invoices are to be sent if different from above)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

email: \_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

My organisation is non-profit-making and is concerned with one or more of education, religion, social welfare, recreation or other activity supporting the community. I agree to abide by the terms and conditions of the scheme. I enclose a cheque for £10, payable to "Roundabout Transport", being membership registration fee. I undertake to check for suitability of drivers and escorts in line with current guidance. Should Roundabout be wound up and I am still a member or ceased to be a member within the preceding 12 months, I will only be liable to an amount of £1.00.

Signed: \_\_\_\_\_ Position \_\_\_\_\_

Name: \_\_\_\_\_ Date \_\_\_\_\_