

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: _____

Contact Person _____

Position _____ **e-mail** _____

Address _____

Town _____ Post Code _____

Telephone: (Land) _____ (Mobile) _____

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: (Land) _____ (Mobile) _____

My organisation 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 have transferred £10 membership registration fee with my organisation name as a reference to
BACS Details – NatWest Bank Account – 12505056 Sort Code – 60-17-32**

I undertake to check the 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:

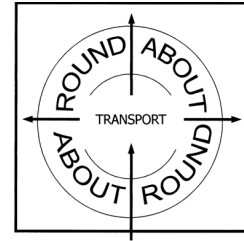
Position

Name:

Date

ROUNABOUT TRANSPORT

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



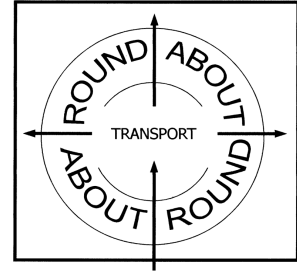
ROUNABOUT TRANSPORT is the working name of:
SW Herts Community Transport Scheme.
Registered in England and Wales No. 4257815. Charity No. 1088113.

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 1st 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 3rd parties etc, user groups should be aware that the excess cost of £350.00 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 any buses. **Food/Drink** No food or drink to be consumed in any bus. Apart from water if needed.
- Fines/Tolls** User groups are responsible for all fines, tolls 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, only for the group members booked trip.

ROUNDAABOUT **TRANSPORT**



Roundabout Transport

Roundabout Transport is the working name of SW Herts Community Transport Scheme. We provide minibuses to groups throughout Hertfordshire and surrounding 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.

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 of age.**

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.

How Difficult is Minibus Driving?

Driving a modern minibus feels like driving a big car. We will arrange a vehicle familiarisation before a driver can take a vehicle.

This familiarisation will include a short on-road session and to explain the drivers daily walkround vehicle check. Drivers must arrange a familiarisation session before use.

What sort of vehicles does Roundabout operate?

We have eleven minibuses of which most are modern 15-17 seaters. They are based around the SW Herts area to be conveniently placed for those who use them.

Can the Vehicles take Disabled People?

All the vehicles are fully wheelchair capable and 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-age 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/DBS

Member groups are responsible for assessing the suitability of drivers and escorts if working with vulnerable people.

How Much does it Cost?

From 1st May 2016 our tariffs are:

- ☐ For bookings within a day, we charge £10 plus £1.40p per mile
- ☐ 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 be mindful when refueling to use standard diesel at the lowest price possible (NOT MOTORWAY). Also to be kind to the next user and fill the tanks up if lower than half full at the end of a booking.

Please note although we are insured for accidents with 3rd parties etc, user groups should be aware that the excess cost of £350.00 will be payable by their group should an accident/incident occur.

The vehicles are for the members

Please look after our buses and return them as you would wish to find them.
In-line with current legislation, we are a no-smoking zone!

What is the status of Roundabout Transport?

We are a Registered Charity (N^o 1088113) and company (N^o 4257815). We are funded by Herts CC and local councils in which we operate.

Contact us at:- Roundabout Transport, Old School Building, Church Lane, Mill End, Rickmansworth, Herts. WD3 8HD.

Telephone: 01923 711139 (office hours). Mobile: 07793 325770 (emergency line only)
Email: email@roundabouttransport.com