

PHOENIX MINIBUS POLICY

Responsible Officer

Assistant Director of ICT and Facilities

Aim of the Policy

This policy sets out how the Phoenix minibus can be used and hired.

Policy Scope

This document covers how Phoenix will manage the booking and hire of its minibus.

The Policy

The minibus will be used as a priority for Phoenix residents.

Bookings will only be accepted from Phoenix residents, local community groups and organisations or staff members. The personal use of the minibus by staff will be determined by the nature of the occasion and at the discretion of the Assistant Director of ICT and Facilities.

Priority will be given to Phoenix meetings and events, Residents Groups and Community Chest activities. These will not be treated as a repeat booking.

Repeat bookings will not be allowed for more than 2 months in advance of the first booking request, i.e. one hirer should not be able to book several consecutive Saturdays.

Phoenix will keep a booking system which will show the:

- Person requesting the booking
- The purpose
- Numbers expected
- The requested booking date and time
- The officer taking the booking

Where there is more than one booking request, a booking will be accepted on a first come first served basis according to the date and time the booking was received.

Where a member of staff books a minibus for transportation of Phoenix residents or their family this will be treated as a residents booking. There must always be at least one Phoenix resident, or member of their family present during transportation with the exception of picking up or dropping off.

The minibus may not be used for private hire or reward. The minibus shall be used for any purpose within Phoenix's charitable objectives, visions and values.

Residents and local organisations making a booking may use the vehicle for non Phoenix residents providing at least one Phoenix resident is present during transportation.

No animals will be allowed on the bus other than guide or hearing dogs.
Residents will not use the minibus to transport goods, furniture and other similar items

The minibus is limited to travel within Great Britain only.

Phoenix will look after and keep the minibus in good condition. This will include taxing and insuring the vehicle; maintaining the vehicle; maintaining the tail-lift; keeping the vehicle parked in a safe space.

Phoenix will make sure the minibus meets any and all statutory requirements appropriate to its use.

Phoenix will seek and maintain a list of qualified volunteer drivers who can drive the minibus. If no driver is available, bookings will be refused or cancelled. Volunteer drivers will be supported as per the Phoenix Community Volunteer Policy.

Volunteer and staff drivers who are driving residents on behalf of Phoenix shall have D1 entitlement on their licence and have undertaken and passed the MIDAS driving course. Drivers who are transporting residents in wheelchairs will have appropriate training. Drivers will be over 25 years old with a clean driving licence.

Residents may provide their own driver providing they have D1 entitlement on their driving licence, are over 25 years old and a clean driving licence is shown to a Phoenix officer before the vehicle is handed over.

The person booking the minibus shall return it in a clean condition externally and internally with the same amount of fuel as when it was taken. Where staff make bookings on Phoenix business, the service area will be recharged for fuel use.

The hirer is liable for paying for any parking penalties, offences or fines. Bookings will be refused if the hirer or their organisation has used the vehicle improperly on a previous occasion.

Monitoring and review

This policy will be reviewed every 3 years or earlier if required as a result of changes to the law, good practice or other learning.

Legislation

- Road Traffic Act (1988) as amended
- The Motor Vehicles (Driving Licence) Reg 1999
- Minibus Driver Awareness Scheme (Community Transport Authority).

Reference to other documents and associated policies and procedures

Appendix A – Minibus Rules of Use

Appendix B - Minibus Drivers Briefing

Appendix C– Minibus Health & Safety Method Statement

Appendix D – Risk Assessment

Appendix E – Booking Form
Appendix F – Minibus Damage Form

Definitions

Term/acronym	Description
Resident	Includes tenants, freeholders and leaseholders.
Phoenix	Phoenix Community Housing.
Minibus	Means any vehicle purchased by Phoenix Community Housing for the transportation of people.
Private Loan	Means a loan for any purpose other than the business of the Phoenix Board or Management Team
MiDAS	Minibus Driver Awareness Scheme

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APPENDIX A

MINIBUS CONDITIONS OF USE

Only people with the code D1 on the front of their driving licence and have passed the MiDAS driving course may drive the minibus whilst carrying passengers provided they are over the age of 25 years and have a completely clean licence free of any penalties irrespective of the reason.

There shall be one named driver for each booking who will be responsible for that booking. For long journeys (over 4 hours drive time) a second driver may be used. Driver licence details and information will be required as for the main driver. Only named driver(s) may drive the vehicle.

The vehicle will be picked up and returned at agreed times. The vehicle is the named drivers responsibility during these times.

A visual inspection of the minibus will be done by a Phoenix officer at the time of collection and any damage noted on the Minibus Damage form. The same inspection will be done when the vehicle is returned and any new damage noted on the form.

The minibus keys will only be handed to the driver whose driving licence details have been recorded by Phoenix and shown at the collection time. No other person will be allowed to drive the minibus except for long journeys as detailed above.

The minibus will be handed over in a clean condition externally and internally and must be returned in the same condition. Any cost incurred by Phoenix in returning the minibus to the same condition will be re-charged to the hirer. Any fuel used will be replenished by the user, or charged for as above.

No animals will be allowed to travel in the minibus other than guide and hearing dogs. A Phoenix resident, (tenant or leaseholder) or a member of their family must be present on the minibus at all times that it is being used with the exception of picking up or dropping off passengers.

The minibus shall only be used on Phoenix business in accordance with our charitable objectives, vision and values and the minibus policy. It shall not be used for hire or reward at any time.

No smoking is allowed on the minibus at any time.

APPENDIX B

MINIBUS DRIVERS BRIEFING

The Phoenix minibus is a community resource, the driver is responsible for the health and safety for the passengers and other road users.

If faults are found, the driver must not use the minibus until the faults have been satisfactorily rectified.

This briefing is to be read in conjunction with 'Minibus Method Statement' and the 'Minibus Risk Assessment'.

The minibus maximum capacity is 11 including the driver. This can be supplemented with 1 extra person being carried in their personal wheelchair (see below on carrying somebody in a wheelchair).

Minibus details

Make: Ford

Model: Transit 115 T370 Trend 15s

Colour: White

Licence no: GJ10 NGU

Tail Lift Make: Ratcliff

Fuel: Diesel

The minibus length is 5.5 metres; height 2.3 metres and width 2.38 metres.

Phoenix Community Housing will be notified of the driver's full driving licence details and a copy will be held securely on file in accordance with Phoenix's data protection procedure and policy until the hire period is completed. If the hirer has a number of consecutive bookings the drivers details will remain securely on file until these bookings are completed or terminated.

Responsibilities and functions

Drivers should ensure that they are fit to drive and that the minibus is in a safe condition before every journey.

The bus is fitted with fully operational seat belts on all seats. There is no sharing of seats. There are seat belts and clamps for a wheelchair if on board. All doors must be unlocked when carrying passengers. Aisles and emergency exits will be kept clear of obstructions

- Drivers must have a current, clean driving licence, with full D1 entitlement.
- Drivers must inform DVLA of any medical condition that affects their ability to drive.
- The driver should not drive if feeling too tired or unwell to drive safely

- The driver should not drive if under the influence of alcohol, drugs or medication
- Drivers must not use a mobile 'phone in the minibus unless the vehicle is parked safely.
- Drivers must not drink and drive and be aware that alcohol can remain in the body for up to 24 hours.
- No smoking is allowed on the minibus at any time.

Young people & seat belts

It is the driver's legal responsibility to ensure that seat belts are fitted correctly on all young people aged less than 14 years.

The driver has a duty of care to ensure that seat belts are fitted correctly on all passengers aged 14 years and over.

In the event of an incident involving behaviour amongst young people on the minibus, the driver will pull over at the first appropriate opportunity (next service station / junction / lay-by) to deal with it. The hard shoulder should not be used, except in extreme emergency.

Wheelchair Use

If a wheelchair user is on board they need to have a competent support person. This person may also be the driver.

A wheelchair user may remain in their wheelchair on the minibus, or may transfer to a fixed seat. Seatbelts must be used unless there is a medical reason why not.

If remaining in the wheelchair, the wheelchair must be clamped to the floor rails with the clamps supplied. Clamps must be fixed at front and rear and both sides.

A clamping seatbelt must be used to secure the wheelchair passenger unless there is a medical reason why not. If the clamping seat belt cannot be used it is recommended the passenger transfer to a fixed seat if possible.

The support person/driver must be competent to use the vehicle tail-lift. This can be through training at Lewisham Community Transport (in addition to their MIDAS training) which Phoenix will enable for Phoenix Staff or Volunteer drivers, or similar.

Only the wheelchair user and the support person should travel on the tail-lift at any one time.

The tail-lift must be fully retracted, all the doors shut and the wheelchair secured before the vehicle is driven. The driver should take into consideration any passengers frailties while controlling the vehicle.

Periods of Driving

In Britain, the UK Domestic Rules on driving that apply to the minibus state that a break of at least 30 minutes should be taken after driving continuously for 5½ hours; and a driver can do a total of 8½ hours driving in a day with at least 45 minutes break.

In any event the driver should not drive if feeling tired or unwell. On long journeys a second driver may take over. This drivers licence and contact details must be on the Minibus Booking Form.

Guidance on emergency procedures and provision of first aid

Evacuation

The emergency exits are via the side and rear doors.

- First aid kit and fire extinguisher is kept under the front passenger seat.

Accident/Incident

If a breakdown/accident occurs ensure the welfare of all passengers:

- Ensure the group are safe from further danger.
- Arrange search, rescue, medical care or hospitalisation as necessary.
- Inform Phoenix where you are and what has happened.

In the case of a serious incident or accident, notify the emergency services.

Do not interfere with any equipment etc, which could be relevant to any subsequent investigation.

A serious accident or incident is described as:

- An accident leading to a fatality, serious or multiple fractures, amputation or other serious injury
- Serious illness
- Circumstances in which one or more party members might be at serious risk
- Any situation in which the presence or possible involvement of press or media could have significant implications

Breakdown

If the minibus breaks down, call for assistance. AA Breakdown details are in the passenger glove box. A Driver/competent passenger must carry a mobile phone.

If you have to leave passengers in the vehicle in order to summon assistance, always instruct them to stay in or with the vehicle until you return:

- The wheel brace and jack are stored under the drivers seat
- Spare wheel in the rear of the minibus
- Tyre repair sealant in the passenger glove compartment
- Tom Tom Satnav in the glove compartment

Fire

In the case of fire try to stop and switch off the engine; try to leave the gear lever in neutral (in case the engine re-starts due to an electrical short circuit) and **GET THE PASSENGERS OUT OF THE VEHICLE** and away from the minibus and the road. **CALL THE EMERGENCY SERVICES.**

Wheelchair Users and Other Passenger Safety

If there is a wheelchair user, use the lift, as even in an emergency it is the safest way to evacuate a wheelchair user from the vehicle. If the power to the lift is cut, use the hand pump to lower the wheelchair. If the wheelchair user cannot be released from the clamps, the passenger may be carried from the vehicle. Check with the passenger how best to carry them. If they are unconscious drape their arms around your shoulders and with their face to your back carry them to safety.

Please ensure that you do not compromise your own personal safety when helping others. When the emergency services arrive, inform them if all passengers are out of the vehicle, and if there are any hazardous containers on board, i.e. gas cylinders.

If a passenger is taken ill

Stop in a safe place and seek to help the passenger. If the passenger's illness is not life threatening and you are able to administer first aid, deliver first aid.

If the passenger's illness looks as if it is serious, ring 999. If near a Hospital or Health Centre it may be appropriate to drive them there.

Paperwork

Incident/accident reports

- The driver is responsible for reporting any community safety issues, traffic violations and road offences
- All incidents will be reported to our insurers and if required the police
- Report to Phoenix Community Housing as soon as possible

Insurance Cover

Phoenix provide motor and public liability insurance cover. The named drivers do not need to have or provide additional insurance cover. Phoenix will not be responsible for belongings left on the minibus. Personal clothing or effects lost, damaged by fire or theft while on the minibus will be covered by our insurance, providing the total liability is below £500.

Pre-drive Safety Check

Exterior Check	OK	NOT OK	Interior Check	OK	NOT OK
Oil level (once only at start of day)			Mirrors are correctly adjusted, clean and unobstructed		
Coolant level (once only at start of day)			Position and function/purpose of all the dashboard controls		
Windscreen washer fluid level (once only at the start of day)			Position of driving seat so that all controls can be operated comfortably		
Brake fluid level (once only at the start of day)			Check for pressure on brake pedal		
Windscreen and windows are clean and undamaged			Wipers and washers are working properly		
Wiper blades are clean and undamaged			Fuel level		
Lights, including brake lights and indicators, are clean and working			Seat belt, are undamaged and working properly		
Tyre pressures, including the spare.			Luggage is securely stowed		
Tyre treads, including the spare. At least 3.0mm across central 3/4 is recommended			Damage or sharp edges		
Any cuts and bulges?			Aisles and exits are clear		
Doors open and close properly			START MILEAGE		
Lift works safely			END MILEAGE		
Damage or sharp edges					

The wheel brace and jack are stored in compartment under the drivers seat.
 First aid kit and fire extinguisher is kept in passenger compartment under seats.
 The driver will choose safe locations, away from busy traffic, for passengers to get on/off minibus (e.g. car park, onto wide pavement).

Hazard warning lights will be used if young people are boarding or leaving the vehicle near busy or hazardous sections of road.

Use the side door to board and alight the bus. The rear door should only be used in an emergency or when loading with those in wheelchairs or impaired mobility.

Drivers are legally responsible for the condition of the vehicle and the way it is driven. Any speeding, traffic, toll fees or parking tickets while driving the minibus are the sole responsibility of the hirer.

APPENDIX C

HEALTH & SAFETY

Method Statement

Drivers must have a current & clean driving licence, with full D1 entitlement.

The Phoenix minibus is a community resource, the driver is responsible for the health and safety of the passengers and other road users.

Please let the Community Resource Co-ordinator know if you come across any defects on or in the minibus. If faults are found, the driver will not use the minibus until the faults have been satisfactorily rectified.

The minibus maximum capacity is 11 including the driver. This can be supplemented with 1 extra person being carried in their personal wheelchair (see below on carrying somebody in a wheelchair).

The bus is maintained in accordance with the manufacturer's instructions and Phoenix policy. It is tested annually at a Driver and Vehicle Standards Agency (DVSA) testing station or authorised equivalent and has an annual MOT and service.

This method statement is to be read in conjunction with 'Minibus Drivers Briefing' and the 'Minibus Risk Assessment'.

It is the driver's legal responsibility to ensure that seat belts are fitted correctly on all young people aged less than 14 years. The driver has a duty of care to ensure that seat belts are fitted correctly on all passengers aged 14 years and over.

Booking/Collecting The Minibus

The Minibus is generally kept at the car park in front of Bourbon House, to the rear of Meadows Estate (adjacent to Meadows Community Centre), SE6 3PJ. Make sure the minibus is parked in a space deep enough for the length of the vehicle, plus the rear step.

Keys are kept at the Phoenix Head Office and it is the hirer's duty to pick up the keys and drop them off. A copy of the drivers' licence and photo card will be taken by Phoenix and held on file. This needs to be done before the minibus booking can be confirmed. Phoenix Volunteer Drivers are recommended to have taken and passed the MIDAS driver training, and minibus wheelchair use training offered by Lewisham Community Transport.

Insurance for the minibus is covered by Phoenix Housing. Drivers **MUST** meet the requirements in the Drivers Briefing for the insurance to be valid. It is recommended that Voluntary and Community organisations that use the minibus have Public Liability Insurance to cover them whilst away from the vehicle.

The Booking Form must be completed by the driver or organiser of the booking and a copy kept by Phoenix Community Housing.

APPENDIX D

RISK ASSESSMENT

Task/Process	<p>Activities: Use of the Phoenix Minibus</p> <p>This risk assessment is to be read in conjunction with ‘Minibus Driver Briefing’ and ‘Minibus Method statement’.</p> <p>A briefing sheet and a method statement are available, which includes the driver’s responsibility when driving the minibus.</p> <p>The purpose of this Risk Assessment is to ensure that those who use the minibus are transported safely.</p> <p>The Minibus maximum capacity is 11 including the driver, this can be supplemented with 1 extra person being carried in their personal wheelchair (see page 7 for section on carrying somebody in a wheelchair.</p> <ul style="list-style-type: none"> • All doors must be unlocked when carrying passengers. • Aisles and emergency exits will be kept clear of obstructions <p>Emergency Cover</p> <p>In an emergency the Minibus is fitted with BSI-approved fire extinguishers and a fully maintained first aid kit.</p> <p>It is noted the Risk Assessment is an ongoing process covering all areas of potential hazard and it is not completed until the event is over and all public and staff are off site.</p>
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Describe the hazard and explain how it might cause harm	Who might be harmed and how	Existing control measures	Likelihood X severity = Risk rating			Residual risk	Additional control Measures required
			L	S	RR	H/M/L	
Driver not insured while driving; In the case of an accident Phoenix, as owner and operator, could/will be responsible for any claim.	Participants Other road users Staff	See Minibus Rules of Use & Minibus Drivers Briefing sheet Phoenix staff have driving licence details held by HR department	Initial rating				
			1	5	5		
			Revised rating				
			1	5	5		
Mobile Phones. Mobile phones are a distraction; there use is not allowed in law whilst driving. Accidents are more likely if the driver uses a mobile phone.	Participants Other road users Staff	See Minibus Rules of Use & Minibus Drivers Briefing sheet Drivers <u>must not</u> use a mobile phone in the minibus unless the vehicle is parked safely.	Initial rating				
			2	5	10		
			Revised rating				
			1	5	5		
Driver's tiredness. Accidents are more likely if the drivers are tired.	Participants Other road users Staff	See Minibus Rules of Use & Minibus Drivers Briefing sheet The driver will share the driving with an accompanying adult on longer journeys (essential for single journeys more than 4 hours duration)	Initial rating				
			2	5	10		
			Revised rating				
			1	5	5		

Describe the hazard and explain how it might cause harm	Who might be harmed and how	Existing Control Measures	Likelihood X severity = Risk rating			Residual risk	Additional Control Measures Required
			L	S	R	H/M/L	
<p>The driver should not drive if under the influence of alcohol, drugs or medication.</p> <p>Drivers should never drink and drive and be aware that alcohol can remain in the body for up to 24 hours.</p>	<p>Participants</p> <p>Other road users</p> <p>Staff</p>	<p>See Minibus Rules of Use & Minibus Drivers Briefing sheet</p>	Initial rating				
			3	5	15		
			Revised rating				
			1	5	5		
<p>Defective minibus</p>	<p>Participants</p> <p>Other road users</p> <p>Staff</p>	<p>Participant check list.</p> <p>Driver will undertake pre drive checks</p> <p>Phoenix monthly check list.</p> <p>If faults are found, the driver will not use the minibus until the faults have been satisfactorily rectified</p>	Initial rating				
			2	5	10		
			Revised rating				
			1	5	5		
<p>Seat belts</p> <p>The Minibus is fitted with fully operational seat belts, and there is no sharing of seats.</p>	<p>Participants</p> <p>Other road users</p> <p>Staff</p>	<p>See Driver briefing</p> <p>Monthly checks</p> <p>Drivers checks</p>	Initial rating				<p>It is the driver's legal responsibility to ensure that seat belts are fitted correctly on all young people aged under 14 years</p> <p>The driver has a duty of care to ensure that seat belts are fitted correctly on all passengers aged 14 years and over</p>
			4	4	16		
			Revised rating				
			1	4	4		

Describe the hazard and explain how it might cause harm	Who might be harmed and how	Existing Control Measures	Likelihood X severity = Risk rating			Residual risk	Additional Control Measures Required								
			L	S	R	H/M/L									
<p>Passenger behaviour distracts driver</p> <p>A second adult will normally accompany the main driver, especially on long journeys, or with young people who might be disruptive.</p> <p>The second adult will sit with the young people in the main passenger section in order to maintain good order, ensure young people keep seat belts on, and attend to any needs.</p>	<p>Participants</p> <p>Other road users</p> <p>Staff</p>	<p>Young people briefed beforehand about required behaviour with reasons and consequences.</p> <p>Loose objects, such as drinks containers or other litter, are collected in rubbish bags and not allowed to roll (or be thrown) around the minibus</p>	<p>Initial rating</p> <table><tr><td>3</td><td>4</td><td>12</td><td></td></tr></table> <p>Revised rating</p> <table><tr><td>1</td><td>4</td><td>4</td><td></td></tr></table>				3	4	12		1	4	4		<p>In event of an incident involving behaviour amongst young people on the minibus, the driver will pull over at the first appropriate opportunity (next service station / junction / lay- by) to deal with it.</p> <p>The hard shoulder should not be used, except in emergency</p>
3	4	12													
1	4	4													
<p>Wheelchair- the minibus has space for one secured wheelchair.</p>	<p>Participants</p> <p>Other road users</p> <p>Staff</p>	<p>Wheelchairs to be appropriately secured.</p> <p>If user remains in wheelchair, the bus has seat belts and wheel restraints that have to be fitted</p> <p>.</p>	<p>Initial rating</p> <table><tr><td>3</td><td>4</td><td>12</td><td></td></tr></table> <p>Revised rating</p> <table><tr><td>1</td><td>4</td><td>4</td><td></td></tr></table>				3	4	12		1	4	4		
3	4	12													
1	4	4													

Describe the hazard and explain how it might cause harm	Who might be harmed and how	Existing Control Measures	Likelihood X severity = Risk rating		Residual risk		Additional Control Measures Required
			L	S	R	H/M/L	
In event of an accident or breakdown All passengers to be evacuated away from passenger side of vehicle to safe resting place (beyond side barrier if possible), well away from passing vehicles	Participants	Driver to ensure group members are aware of emergency procedures: Ensure that Traffic Patrol officers are informed to place blue or amber flashing hazard lights between the vehicle and approaching traffic as soon as possible	Initial rating				Any Accident or Incident which requires first aid will be recording in the Phoenix Accident book.
	Other road users		1	5	5		
	Staff		Revised rating				
			1	3	5		
Collision with passing vehicle whilst getting on or off minibus → Injury	Participants	The driver will choose safe locations, away from busy traffic, for passengers to get on/off minibus (e.g. car park, onto wide pavement) Hazard warning lights will be used if young people are boarding or leaving the vehicle near busy or hazardous sections of road Side door to be used for boarding/alighting; rear door only to be used in emergency or when parked well away from the road	Initial rating				
	Other road users		3	3	9		
	Staff		Revised rating				
			2	3	6		
Welfare /Accidents	Participants	Mobile phones will be on hand to contact outside emergency services	Initial rating				
	Other road users		1	5	5		
	Staff		Revised rating				
			1	5	5		

- Involve relevant staff, & assess activity. Write down significant risks
- Decide 'Likelihood' and 'Severity' (boxes A & B below)
- Multiply A x B = C Risk Rating
- Decide control measures - eliminate/ reduce risk to Low (N.B. Personal Protective Equipment must only be used as last resort)
- Re-assess Likelihood and Severity (A&B) and multiply to get new Risk Rating
- Write down what is to be done, by whom and when
- Write in assessment/implementation/ review dates
- Develop procedure for action in event of an emergency
- File a copy; provide copies to your staff/Union H&S Reps/Department Manager/Director/Human Resources/Health & Safety Adviser
- Train/Instruct staff on procedures/safe working practice from assessment
- Review following any incident/accident or near miss, or at least (minimum) annually

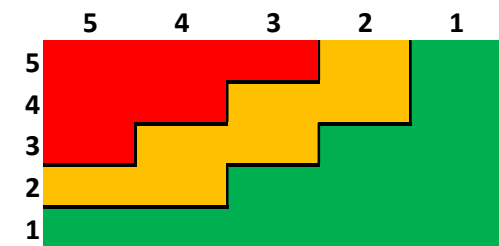
A. Likelihood of accident/incident occurring

1. Highly Improbable
2. Probable (annually)
3. Infrequent (2-3 times/year)
4. Occasional (monthly)
5. Frequent (weekly)

B. Severity of Consequences

1. Minor injury or minor damage to plant/equipment/buildings
2. Injury (no time lost). Damage repairs costs are low
3. Injury (time lost). High damage repair costs.
4. Major reportable injury. Very high damage repair costs.
5. Fatality. Major damage and major costs.

C. Risk Rating Is Likelihood x Severity



15-25 = HIGH

8-12 = MEDIUM

1-6 = LOW

certain/near certain harm will cause serious injury/damage
harm will probably occur frequently causing minor injury/damage
unlikely harm will be caused.
Outcome resulting in very minor injury/damage

APPENDIX E

MINIBUS USAGE BOOKING FORM

Please retain the Minibus Policy and return this completed and signed form to Phoenix.
Please contact us on 0800 0285 700 if you have any questions

I hereby apply for usage of the Phoenix Minibus

Name of Hirer _____

Address: _____ Contact Number: _____

Driver Details

Main Driver: _____ Second Driver: _____

Address: _____ Address: _____

Contact Number: _____ Contact Number: _____

Dates Required: Time of Hire:

Nature of Event: Number of People Expected:

Disability Requirements: _____ (details above for long journeys only)

Contact Person: _____ Contact Number: _____

Contact Address: _____

I agree to abide by the Rules and Conditions of Use for the use of the Minibus

PRINT NAME _____ Signature _____ Date _____

- (a) Bookings cannot be confirmed until this application has been received by Phoenix Community Housing. Retain the policy and only submit this form.
- (b) When confirmation of the booking is received by you it is your responsibility to inform the Phoenix of any changes.

FOR OFFICE USE ONLY

Name & Address of Hirer

Driving Licence Status & Driver Details:

.....

Comments:..... Mileage Start:..... Mileage End:.....

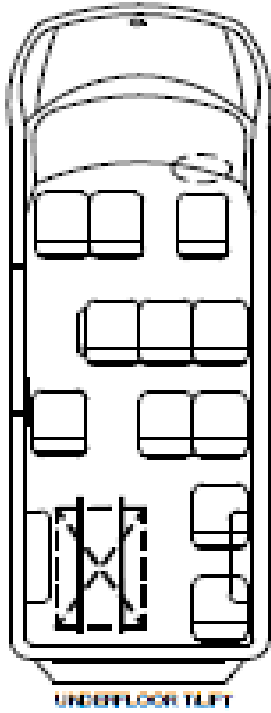
Signed..... Phoenix Officer.....

APPENDIX F

MINIBUS DAMAGE FORM

HEADLIGHTS

FRONT



HEADLIGHTS

Please mark any damage on the diagram, and fill in the details below

PASSENGER DOOR

PETROL CAP

SLIDING DOOR

DRIVERS DOOR

REAR LIGHTS

TAIL LIFT

REAR LIGHTS

DAMAGE	
Dent	X
Scratch	O

Driver's Name (from Driving Licence)

Driver's Address

Contact Telephone Mobile Telephone.....

Date minibus picked up from Phoenix Date minibus returned to Phoenix.....

Details of how damage occurred:

.....

.....

.....

.....

Was anyone injured?

YES

NO

Were police notified?

YES

NO

If YES give details:

Was any property damaged?

YES

NO

If YES give details:

FOR OFFICE USE ONLY

If YES have insurers been notified?

YES

NO

Date: