



**Group/Individual Transport  
Terms and Conditions**

Room F6, The Leemore Centre  
29-39 Clarendon Rise  
Lewisham  
SE13 5ES

Tel: 020 8318 5900

Fax: 020 8318 5982

**Reg Co.375087**

**Reg Charity. 1076197**

## LCTS VEHICLES TERMS AND CONDITIONS OF USE

### USERS CONDITIONS

1. The users of the vehicles, both individual and groups, are required to be members of the Lewisham Community Transport Scheme.

***Bookings cannot be accepted from groups or individuals unless they are members of LCTS.***

**Membership is subject to LCTS Executive Committee approval.**

2. Only designated persons from a member group may be allowed to book vehicles. Bookings cannot be taken without a group's sanctioned individual making the booking and must also not be the driver.
3. The member group is responsible for **ALL** damage caused by the driver, the passengers or by persons unknown during the period of hire.
4. The member group is responsible for the **first £250.00 (two hundred and fifty pounds)** of any damage, regardless of whether the damage is subject to an insurance claim or not.
5. The member group is responsible for any associated charges incurred whilst the vehicle is on hire to them.
6. In the event of a breakdown, passengers will be taken on one further journey only. If available, a replacement vehicle will be provided on longer trips.

***All accidents, fines and charges must be reported to LCTS as soon as possible.***

5. If the amount claimed is greater than the equivalent public transport fare, LCTS may choose to pay the latter.

### General

In all instances the volunteer must sign to confirm the receipt of the expenses and that they were genuinely incurred.

## VOLUNTEER EXPENSES

Members should be aware that all volunteer drivers are to be given a minimum subsistence allowance for any trip undertaken. The following is a guide (based on community sector guidelines) to what LCTS would add to any invoice where a volunteer has been provided.

### Meals

Up to four hours - £2

4 to 6 hours - £4.50

6 to 8 hours - £6.50

Over 8 hours - £9.50

### Travel

Reasonable travel expenses incurred in volunteering for LCTS will be refunded as follows:-

1. Travel expenses should always be receipted.
2. Regular volunteers can claim for a weekly pass if cheaper than single fares.
3. Own car use will be reimbursed at 45p/mile.
4. Where a bus or tube ticket is not reasonably available as a receipt, the applicable fare may be claimed for.

## USE OF THE VEHICLES

Charges are now based on mileage at rates that are reviewed from time to time by the LCTS Executive Committee. They are in line with other organisations and cover running costs only. (Rates may be negotiated for long journeys/holiday trips).

***A cancellation fee of £25.00 per day will be charged for cancellations less than two days before date of travel.***

## DRIVERS CONDITIONS

1. Drivers must be between 21 and 70 years of age and must have held a clean full UK Drivers Licence for a minimum of 2 years.
2. Every driver must be authorised and registered with the LCTS. No driver can be authorised to drive the mini-bus until they have registered with us and under-gone MiDAS driver assessment and training. Please refer to the enclosed "Information for Drivers" leaflet for further information on this. All new drivers will be required to visit the office with their driving licences to register. A copy of the licence is taken and held on file for insurance purposes once the driver is approved.

We need at least 48 hours on all training cancellations. Unless there is genuine cause for non-attendance, user groups will be charged an admin fee of £25 for the first free driver and the full training charge of £75 for any chargeable driver. LCTS also require all drivers to complete a follow up classroom session within 6 months of their on road assessment. Any drivers who have not completed within this time will have to re-register which may incur a further charge.

3. The driver **must not consume alcohol** whilst an LCTS vehicle is in their control. The driver will be wholly and solely responsible for any subsequent civil or legal liabilities.
4. As the driver is **legally responsible** for the condition of the vehicle and the way it is driven, it is in their own interest to fill in the vehicle trip sheet before the vehicle is driven away. When possible the vehicle will be checked on return by a member of staff. An empty trip sheet could mean that you may be charged for damage that you did not cause.
5. Whilst driving one of our vehicles, the driver will become a volunteer for the LCTS.
6. On receipt of the vehicle, drivers will be issued with a set of keys, a re-fuelling card and a blue badge where applicable. The driver will be personally responsible for these items and will be charged for any loss or damage.

***Fines for the above are: £10.00 for replacement of keys and blue badges, £20.00 for the replacement of a fuel card***

### **THE VEHICLE**

1. The vehicle **must not** be used for personal or private gain.
2. The vehicle **must not** be used for Party Political purposes.
3. The vehicle **must not** be used to carry more than the specific number of seats per vehicle plus any wheelchair users, regardless of age.
4. The vehicle **must not** be used to carry inflammable liquids and /or gases.

5. Any seats that were removed during use must be replaced properly.
6. The vehicles' wheelchair clamps, seat belts and safety procedures **must** be used and observed at all times.
7. The vehicle must be returned in a clean and tidy condition, all rubbish must be removed and all equipment safely stored away.

***A fine of £25.00 will be imposed if:***

- ***The interior is returned in a dirty condition.***
  - ***The vehicle is not returned on time.***
- ***A member of staff is called out unnecessarily.***

### **GENERAL**

1. LCTS reserves the right to refuse any booking and shall not enter into discussions explaining the reasons for doing so.
2. A member of LCTS staff will, where practicable, check the vehicle before and after hire for defects and damage.
3. The LCTS Executive Committee cannot be held responsible for loss or inconvenience caused through cancellation of booking, for accidents or breakdown of vehicle.

***Failure to comply with any or all of the above conditions may result in LCTS declining to accept further bookings.***