

Preston Community Transport Ltd.

Dial-A-Bus
Group Transport
Shopmobility
& related services



www.prestonct.co.uk

Conditions of use; Driver

By collecting keys, entering and operating this vehicle you indicate acceptance and understanding of the following statements and conditions of use:

LEGAL BASIS FOR TRANSPORT

- Preston CT operates this vehicle under Section 19 of the Road Traffic Act, which is only for use by organisations who are not for profit (N.F.P). Preston CT is a Charity and defined as N.F.P.
- Only members of Preston CT or members of groups and organisations, who are themselves members of Preston CT, may use this transport.
- Section 19 does not permit you to transport members of the public. E.g. you must not collect members of the public from bus stops etc.
- For the purposes of this trip you are considered a volunteer for Preston Community Transport.
- To drive an accessible minibus over 4,250KG Gross Vehicle Weight (GVM) you **MUST** hold a drivers licence with a **D1(101)** entitlement + MIDAS.
 - GVM = the total weight of the vehicle itself + driver + passengers + fuel + luggage and accessibility equipment such as a tail lift.
 - If you passed your test before **Jan 1st 1997**, it is usually an automatic entitlement, if you passed later, you will likely only have a **B** entitlement.
 - B + MIDAS is not sufficient to drive a vehicle **over** 4,250KG, if you knowingly do so, you are also liable to fines and penalty points on your licence as is the operator (Preston CT).
- There is a good guide explaining all this (imaginatively titled "PSV 385") available at the Mobility Centre or on-line:

<https://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport/section-19-and-22-permits-not-for-profit-passenger-transport>

SAFETY

- You **MUST** collect / print out confirmation of your booking before collecting keys and driving the vehicle.
- You may only drive this vehicle if you have a full UK drivers license (i.e. not disqualified) with appropriate entitlements and have a current MiDAS minibus driving certificate.
- If you have not got one or the other of these two documents, you must not drive this vehicle and should contact Preston CT immediately.
- Before you drive a vehicle for the first time, you must have undergone the free, vehicle familiarization short course provided by Preston CT.
- Driver vehicle checks, especially “defect reporting” are the single most important procedure for safely operating this vehicle.
- As a volunteer driver you are not exempt from verifying that this vehicle is safe to drive and the written record is both the best way to ensure safety and demonstrate your checks if questioned.
 - If you are in any doubt, call us on the numbers provided.
- If you can not contact us and are unsure, do not use the vehicle.
- You must wear the Hi-Viz vest / jacket provided with the vehicle when outside the vehicle. If this is missing, let us know a.s.a.p.

VEHICLE STANDARDS

- Seat belts are to be worn at all times when the engine is switched on, it is compulsory when the vehicle is moving. As driver your responsibility to wear yours and to give a verbal reminder to passengers before setting off and ensure everyone has heard you and understood.
- Mobile phones, even hands free or blue tooth head sets must not be used whilst driving.
 - If you wish to use your mobile, you must pull over where it is safe to do so and switch off the engine.
- Pets are only allowed on board by prior agreement with Preston CT. Whilst assistance dogs are automatically permitted – you should already be aware of them through your running sheet.
- Alcohol is not to be consumed on the vehicle by anyone.
- Smoking is not permitted in the vehicle.

VEHICLE STANDARDS cont.

- Gangways must be kept clear to allow a clear route to both exits.
- Passengers may leave their personal belongings in the vehicle at their own risk, Preston CT accepts no responsibility for their security when left unattended.
- You should not administer medication to anyone unless you; a) know the passenger's medical history, b) are demonstrably qualified to do so, and c) have the passenger's consent.
- Even if you are qualified in First Aid, you should only use the contents of the first aid kit under instruction from medically trained personnel e.g. NHS Direct or Emergency Services telephone operator.
- **Please be aware that the staff at "The Store Room" are nothing to do with Preston CT.** We pay them to rent parking space and, while they are very helpful and we are immensely grateful for that, it is entirely their personal good will and they are not under any contractual duty to assist you – if you need help, call Preston CT on 01772 204667.

CLEANLINESS & FUELING.

- Remember that there will be another volunteer driver using this vehicle after you – how would you like the vehicle to look for you?
- Litter must be removed before the vehicle is returned to our depot. Please check it before you leave the vehicle.
 - Attaching a plastic shopping bag in easy reach by the door is a good way of encouraging this and can then be disposed of easily.
- If the vehicle has got excessively dirty you should take it to a car wash which accepts vans and we will take the price off your invoice – as long as you give us the receipt and is not more than £10.
 - If you leave it we will bill your organisation for the full cost of cleaning.
- Each vehicle has a fuel card.
- All of our vehicles use Diesel, if you fill up with the wrong fuel you or your organisation will be liable for the full cost of repair/recovery and the cost of the wrong fuel.
- You must leave at least half a tank of fuel for the next driver. If you do not do so, your organisation will be billed for the difference on top of it's other charges.