

# Booking Form

South Ayrshire Community Transport  
27-29 Crown Street, Ayr, KA8 8AG



VAT Reg NO. 300 859 518

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[www.sacommunitytransport.org](http://www.sacommunitytransport.org)

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Office Use Only	
VAT zero rated	
VAT 20%	

**Journey Details. Please complete fully.**

<b>Destination:</b>	
<b>Start Date (DD/MM/YY)</b>	
<b>End Date (DD/MM/YY)</b>	
<b>Approx Start Time (HH:MM)</b>	
<b>Approx End Time (HH:MM)</b>	

<b>Organisation Name:</b>	
<b>Contact Name:</b>	
<b>Contact No.</b>	
<b>Email address</b>	
<b>Invoice Address</b>	
<b>Postcode:</b>	

<b>How many vehicles do you need?</b>		<b>I/We accept the terms of hire, as detailed overleaf.</b>
<b>Total No. of passengers</b>		
<b>Number of wheelchair users</b>		
		<b>Authorising signature:</b>

<b>Driver(s)</b>	<b>Do you have a preferred volunteer driver registered with SACT?</b>	<b>Yes</b>	<input type="checkbox"/>	Please enter driver's name below and we will contact them to arrange the drive. <b>Go to "If Yes"</b>
		<b>Drivers Name:</b>		
		<b>No</b>	<input type="checkbox"/>	Do you need a SACT driver? <b>If YES go to If Yes</b> section below. <b>If NO, go to If No</b> section below.

<b>If No</b> (Please note: you are using your own driver, the hire and mileage is rated at 20% VAT)	<b>Drivers's Name</b>		
	<b>Are they registered with SACT?</b>	<b>Y</b>	<b>N</b>
	<b>Do they have a D1 category on their licence?</b>		

<b>If Yes</b> (please note you are using a SACT driver, the hire, mileage and driver is Zero Rated for VAT (unless an MPV hire)).	<b>Pick up time (HH:MM):</b>	
	<b>Passenger Pick Up Address:</b>	
	<b>Destination Address:</b>	
	<b>Return Time (HH:MM):</b>	
	<b>Return address (if different):</b>	



Funded by: SAC Community Council and Foundation Scotland from the Falk' Renewables Asset Value Community Fund

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## Conditions of Hire.

1. Groups or organisations must be affiliated to South Ayrshire Community Transport (SACT)
2. All drivers must be registered with SACT
3. **SACT is registered for VAT which is chargeable on all hires of MPVs and Mini Buses using own drivers. Mini Bus hire using a SACT volunteer driver is zero rated. Please speak to the office for further details.**
4. Driver registration to be renewed annually. Driving licence will be checked on registration. SACT retains the option to refuse registration
5. New drivers must be given a familiarisation course on the vehicles and agree to take part in MIDAS training within the next 12 months
6. Drivers must be over the age of 21 and under 70, or have appropriate medical permission (D4 PCV)
7. Drivers should have a D1 on their license to be able to drive SACT buses. Certain buses can be driven on a car licence, but only at the discretion of SACT
8. Vehicle charges may vary throughout the year.
9. On completion of each hire, a Journey Log sheet which records the mileage and passengers numbers must be completed along with a Vehicle Checklist/Defect Sheet and returned with the vehicle keys to the hire base
10. Any accidents or damage to the vehicle must be reported on the mileage form **and** verbally to the hire base. Where possible details of any witness (including passengers) to the incident are to be written on the back of the mileage form. After an accident or any damage, the SACT committee may not allow the driver to use the vehicles until the situation has been investigated. Where negligence has been proven the group will be responsible for the cost of any repair
11. SACT will not necessarily meet any costs resulting from the engagement of garage services by any user group for whatever reason
12. **The vehicle is to be left in a clean and tidy condition. Failure to comply will result in a £30 charge added to the invoice**
13. SACT can take bookings for up to a 6-week period, after which it will be reviewed
14. All vehicles have breakdown membership that covers breakdowns and emergencies. User groups using minibuses do so at their own risk. SACT cannot be responsible for any additional costs encountered
15. Safety of operation and the well-being of our users is the prime concern of SACT. SACT reserves the right to suspend the affiliations of any group or the registration of any driver, without liability or reimbursement
16. The number of passengers designated for the vehicle must not be exceeded
17. Seat belts and wheelchair straps, where required **must** be used at all times
18. When parking the vehicle on return, ensure that common sense prevails so that other vehicles are not blocked in
19. Cancellation - Our vehicles are in great demand and we often have to let down other potential users due to demand. **Any cancellation made with 1 to 24 hours will attract a £25 fee. Any cancellation within one hour of the booking or failure to notify attracts a £30 fee (£43 if SACT driver has been booked too). Other additional SACT driver non cancellation expenses may be payable.**
20. Our drivers are not Passenger Assistant Trained. If using our drivers please ensure sufficient escorts are provided if required for other passengers needs. Thank you.