SOUTH AYRSHIRE COMMUNITY TRANSPORT GROUP

Conditions of Minibus Use

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 Minibuses using own drivers. Minibus 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 25.
7. Drivers **must** have a D1 on their license to be able to drive heavier SACT buses.
8. Vehicle charges may vary throughout the year. Refer overleaf for details.
9. On completion of each hire, a Journey Log sheet which records the mileage and passengers’ numbers must be completed along with a Vehicle Defect Checklist and returned with the vehicle keys to the hire base.
10. Any accidents or damage to the vehicle must be reported on the defect sheet **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 defect sheet. 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 or £250 insurance excess.
11. SACT will not 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 re-imbursement.
16. The number of passengers designated for the vehicle must not be exceeded. One passenger, one seat at all times.
17. Seat belts and wheelchair straps **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 must let down other potential users due to demand. All cancellations made with 1-24 hours’ notice will attract a £30 fee. Any cancellation within one hour of the booking or failure to notify attracts a £36 fee (£50 if SACT driver is booked). Other additional SACT driver non cancellation expenses may be payable.
20. SACT drivers are not Passenger Assistant Trained. If using our drivers on a hire please ensure sufficient escorts are provided, if required, for other passenger’s needs. Thank you.



INFORMATION LEAFLET

**27-29 Crown Street. Ayr. KA8 8AG.**

**01292 270864.**

[**info@sacommunitytransport.org**](mailto:info@sacommunitytransport.org)**.**

[**www.sacommunitytransport.org**](www.sacommunitytransport.org)

BOOKING

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| Bookings can be made by:   * Email – [info@sacommunitytransport.org](mailto:info@sacommunitytransport.org) * Telephone: 01292 270864 * In Writing: South Ayrshire Community Transport, 27-29 Crown Street, Ayr, KA8 8AG * Download forms: [Here](https://www.sacommunitytransport.org/sact-ayr-download-area/) - https://www.sacommunitytransport.org/sact-ayr-download-area/   VEHICLES AVAILABLE (seats incl. driver)   * 1 x 15 seat (2 x w/c accessible) VW Crafter Minibuses (Ayr based; D1 Required) * 1 x 14-seater Ford Transit; no w/c access (Ayr) * 1 x16 seat Fiat Ducato E-Bus (Ayr) * 1 x Maxus E-Delivery x 10 seat (Ayr) * 1 x 5 seater +w/c accessible VW Vista (Girvan) * 1 x 9 seater w/c accessible Ford Tourneo MPV (Girvan) * 1 x 9 seater w/c accessible Ford Tourneo MPV (Maybole) * 4 x 17 seat w/c accessible Boxer/ Flexilite ( 1x Girvan, 1x Maybole & 2x Ayr) * 2 x 17 seat w/c accessible Mercedes Sprinter (1x Girvan & 1x Ayr; D1 Required) * 1 x 17-seater Ford Transit; no w/c access (Ayr based; **D1 Required)** |

## CHARGES; FROM APRIL 2024

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| **Group Membership and Renewal** | | **Free** | |  |
| Booking Fee for minibuses 15 seat and above |  | £36.00 | (+VAT if self drive) |
| Booking Fee for MPVs (9 seats and below) | **VAT: MPV’s attract VAT at 20% on Booking Fee, SACT drivertime and the mileage charge** | £30.00 | + VAT |
| Mileage Fee | 1 Mile to 20 Miles | £0.00 | Included in Booking Fee |
| Mileage Fee | From mile 21 to 150 | £0.95 | Per mile (+VAT for self drive) |
| Mileage Fee | From mile 151 | £0.70 | Per mile (+VAT for self drive) |

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| **DRIVER and TRAINING**   * Charges are based on self-drive. SACT can provide a driver at an additional **cost of £15.00** per hour or register your driver with SACT as a volunteer to avoid VAT. MPV drivers will always attract VAT * Training; Drivers wishing to arrange MIDAS, PATS or D1 training should contact the office in the first instance and Mike will be able to advise you. All drivers must have a D1 on their licences to be able to drive the heavier SACT Minibuses. Smaller MPVs and lightweight 17 seaters do not require a D1 under certain conditions. * Familiarisation: Drivers wishing to arrange a bus familiarisation session, please contact Mike 01292 270864 |
| **ADDITIONAL CHARGES**   * **Cleaning Charge** (if necessary); £30.00 minimum * **Cancellation fees;** 1-24hrs notice £30.00; less than 1hrs notice; £36.00; less than 1hr or on arrival with SACT Driver; £51 * **Overnight Charge**; £30 per Night * All penalty charge notices for parking, speeding, LEZ, ULEZ or any other matter are the responsibility of the driver and their organisation. SACT will pass on the drivers details to the relevant authorities in the event of not being notified of any infringements. |
| **OUT & ABOUT CLUB**   * SACT arranges trips to garden centres, shopping centres, restaurants and other popular attractions. * For further information please contact SACT on 01292 270864, email info@sacommunitytransport.org or visit the website here: <https://www.sacommunitytransport.org/sact-ayr-out-and-about-club/> |
| THE LAW  * SACT operates a 4 days per week ticketed scheduled service between Barr and Girvan under a Section 22 permit. * The rest of the time, SACT operates this and its other minibuses/MPVs under Section 19 permits under the relevant Road Traffic Act which allows the charging of passengers to cover costs, providing the passengers are members of affiliated groups or are being helped by the affiliated group as an aspect of social, welfare or cultural community service. * No other use is permitted under this legislation.   The bus cannot be hired by individuals for what is considered “commercial work” eg: weddings, birthdays etc. Further details can be obtained by contacting SACT. |