



Letham4All Community Minibus Conditions of Independent Community Group Use

The Letham4All Community Minibus is available to support the of local groups and organisations that benefit the local community. It cannot be used for private individuals' activities.

To use the Letham4All Community Minibus local groups and organisations must agree to the following conditions:

- The organisation needs to become a member of Letham4All SCIO to be covered by the Community Minibus insurance. There is no cost to the membership and being a member does not come with any other obligations to the organisation.
- The driver from the organisation needs to hold the category of D1 or on their driving licence or hold a Driver Certificate of Professional Competence, have no more than 6 penalty points on their licence and be willing to allow Letham4All to undertake a licence check through the DVLA system.
- The driver from the organisation needs to be willing to undertake a familiarisation drive in Community Minibus, with a volunteer with appropriate driver experience from Letham4All, to ensure their ability and confidence to drive the vehicle and to support them to learn how to use the onboard wheelchair lift and onboard digital equipment.
- The cost to repair any damaged caused by neglect, abuse or soilage whilst the Minibus is being used by a of local group or organisation is their liability.
- No food or drink (including alcohol), to be consumed in the bus
- Any cost of damage to the Community Minibus, deemed to be caused by the fault of driver of a local group or organisation, will be the cost of the repair or the amount of Letham4All Community Minibus insurance excess amount, whichever is greater.
- Prior to use the driver will undertake an external and internal vehicle check with a Letham4All Volunteer or member of staff and sign off the appropriate paperwork.
- The Community Minibus will be fully fuelled to the 'neck' prior to pick up by driver of a local group or organisation and must returned to Letham4All, fuelled to the same level. Failure to do so may result in no further use of the Community Minibus.
- The Community Minibus must be returned to Letham4All in the same state of cleanliness as it was when it was taken out, with no rubbish left in the vehicle.
- It is the responsibility of the local group or organisation to park in a safe, appropriate place and any parking fines incurred whilst using the vehicle are the sole responsibility of the driver. Failure to repay the cost fine to Letham4All will result in no further use of the Community Minibus.

- No block bookings can be taken for the bus

Organisation Name:

Signed on behalf of the organisation:

Date: