



# New Alresford Town Trust



Clerk, c/o The Old Fire Station, Broad Street, Alresford, Hampshire, SO24 9AN

Email: [clerk@towntrust.org.uk](mailto:clerk@towntrust.org.uk)

Registered Charity No. 239052

## GROUP REGISTRATION FORM FOR USE OF THE COMMUNITY MINIBUS

from January 2024

Name of group, club or organisation	
Status (choose one)*	Charity [ <input type="checkbox"/> ]      Not-for-profit organisation [ <input type="checkbox"/> ]      Social group [ <input type="checkbox"/> ]  Charity no, if relevant:
What does your group do, that might benefit from borrowing the minibus?	
How often would you be likely to use the minibus?	Weekly [ <input type="checkbox"/> ]      Monthly [ <input type="checkbox"/> ]      Occasionally [ <input type="checkbox"/> ]
Where are you and your members based? And where are you likely to want to travel to?	
Contact name	
Contact phone number	
Contact email address	
Anything else we should know?	

**\*Note:** Appropriate groups and organisations include: charities, not-for-profit clubs and societies, Community Interest Companies and social enterprises, civil and members groups, schools, public authority bodies, residents associations. Registered Groups must be based in SO24, or nearby areas where the local councils make grants to the Minibus (eg Ropley, Old Alresford)

If you have any questions, please email [minibus@towntrust.org.uk](mailto:minibus@towntrust.org.uk)

When the form is completed and signed, please return it by hand to a member of the NATT minibus team, or post it to: NATT Minibus Group Registration, 6 Spring Gardens, New Alresford SO24 9QA



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## TERMS AND CONDITIONS

### 1. Passengers

For all trips, you will be required to have a completed Passenger List that includes name, address, contact information and emergency contact information, and any health or other issues that need to be considered. You must have this list with you on the bus at all times.

If any of your passengers are vulnerable, or require special assistance, or need to be accompanied by DBS-checked volunteers, that is your responsibility to organise.

The NATT minibus team will confirm the number of seats in the bus you arrange to use. If you have any passengers with mobility issues or who need to use mobility aids or wheelchairs, such that you need to move or reduce the seats for their safe transport, it is your responsibility to ensure that you know how to manage the bus and that you will have sufficient space for all your passengers to travel safely.

### 2. Drivers

The Community minibus must always be driven by a NATT accredited, registered driver.

It is up to you to organise an appropriate driver for your trip, who has the correct D1 licence and has been briefed and trained on the minibus, and is covered by NATT insurance. NATT may be able to help by contacting our regular drivers to ask if they can help, but this is not guaranteed. NATT must approve the driver, and can arrange the necessary briefing if required.

If you are transporting people with mobility needs, it is your responsibility to ensure your driver, or an assistant, has been briefed on how to use the access equipment (ie tail-lift) correctly. Wheelchair users who cannot be moved to a bus seat need to be managed by someone who has had full MIDAS training on securing wheelchairs using wheelchair restraints.

### 3. Care of Minibus

If there is any damage to the bus whilst it is in your use, then you are liable for any out-of-pocket expenses incurred by NATT – eg insurance excess, or costs not covered by insurance.

The bus must be returned in usable condition, clean and tidy with all litter removed, and set up for normal use (if, for instance, you moved seats to provide wheelchair access).

### 4. Covering Costs

We expect groups that use the minibus to make a reasonable donation to the NATT Minibus fund, to cover wear-and-tear expenses on the bus. See separate note on making donations.

You will also need to pay for your fuel, and must return the bus with the same fuel level as you found on pick up. You may NOT make any profit or reward from your trips, for instance by asking for payment from passengers beyond covering your immediate costs. You will also be liable for any fines, parking charges, congestion charges etc whilst you have use of the minibus.

### 5. Booking minibus usage

Contact [minibus@towntrust.org.uk](mailto:minibus@towntrust.org.uk) with date, times and details of journey & passenger numbers, to request to use a minibus. We cannot guarantee availability, even outside our regular trip times, as the buses may be off the road for maintenance, cleaning etc. The minibus team will facilitate usage wherever possible, but at their total discretion.

### 6. Cancelling a group's registration

The group can cancel its own registration at any time. NATT can cancel the registration of any group at its sole discretion, and may do so if the Terms are not adhered to, or if there is any unacceptable behaviour from drivers or passengers.

Signed by (name) ..... Signature .....

On behalf of (group name) .....

Date .....



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## Notes on how Group Users may make a donation to the Community Minibus Fund

As at January 2024

Local groups that are registered as users of the Community Minibus, are expected to make a reasonable donation to help cover the costs of running and maintaining the Minibuses, in return for using them.

Typical Donations would be £70-£100 per bus, for a return trip or outing of up to 6 hours in total.

Longer days, or overnights, would typically involve a donation of £120-150.

Specific donations need to be agreed, in advance, with the Minibus management team. Contact Clare Pinniger via [minibus@towntrust.org.uk](mailto:minibus@towntrust.org.uk)

Drivers are volunteers; passengers may wish to make small personal donations, or perhaps contribute to their meals, coffee breaks etc – that is at the discretion of the passenger groups. If drivers are required to wait for more than 4 hours, or stay overnight, then the passenger group is expected to agree with the driver what is reasonable in terms of subsistence or accommodation.

Donations to NATT in return for the use of the minibus should be made at the time of agreement, or at least 2 weeks in advance of the trip. A receipt can be provided on request.

Please make your donation online, with the trip date as the reference, to:

**New Alresford Town Trust**

**Sort code 20-97-01**

**A/c number 70621544**