

Flexibus – Meath Accessible Transport Project CLG

Terms & Conditions – Self Drive Contract

Name of Group: _____ Vehicle Reg: _____

Dates of self drive: From: ___/___/___ Time: _____ To: ___/___/___ Time: _____

Please read Appendix 1 – Rules & Guidelines before you leave.

- Keys must be collected between 9am – 4.30pm Mon – Fri only.
- Rigorous Vehicle Checks must be completed before you use the bus and these must be reported immediately.
- Please check if bus has a full fuel tank before you leave.
- Tolls are not covered by Flexibus.

***N.B See Appendix 1 for further details on rules & guidelines**

Contact Details:

Address: Unit 23 Mullaghboy Industrial Estate, Navan, Co. Meath
Phone: 046 9074830 (8am – 5.30pm Mon – Fri)
Text: 086 6027009 (8am – 5.30pm Mon – Fri)
Emergencies: (Out of Hours)
Miriam McKenna on 086-1744260

Communication Protocol:

The sole point of contact for Flexibus shall be **Miriam McKenna**; Self Drive Contractors shall not contact any Flexibus personnel about their contract between the issue of their document and the date of award unless previously authorized to do so by Miriam McKenna.

Terms of Contract:

The following are the Terms & Conditions for the use of our company vehicles. Failure to comply with these Terms & Conditions will be taken very seriously. While contracting a vehicle from Meath Accessible Transport Project Ltd the following conditions apply:

Drivers License:

The driver – put forward by the community group must produce a full driving licence, **NO PHOTOCOPIES ACCEPTED**. Flexibus reserves the right to refuse contracting a vehicle to a person with endorsements on their licence or who, in their opinion, is unfit to drive or does not meet eligibility requirements. In such cases, your contract with us becomes void and we will have no further liability to the driver.

Vehicle Booking:

Flexibus reserves the right to change vehicle originally requested depending on company demand. A vehicle of the same size will be supplied in this case, if a vehicle of the same size is not available, Flexibus will accommodate as much as is reasonably practicable.

Inspection Checks:

Vehicle & Inspection checks **MUST** be carried out for every day that you have the Flexibus Vehicle before driving commences. This is a legal requirement. Please ensure that you have enough vehicle checks for your entire journey. Before leaving the Flexibus premises any damages noticed should be reported to Miriam McKenna 086 1744260 or the Office Staff.

Diesel:

All Flexibus vehicles are Diesel vehicles. Record fuel purchase in bus book and leave receipt with your sheets when you return. This is company policy. Please return the bus with the same amount of fuel as when you collected the bus from Flexibus-Meath Accessible Transport Project Ltd.

Insurance & Liability:

Flexibus allows unlimited mileage (except with some types of vehicles in certain locations), collision damage waiver (unless caused by misuse), third party insurance cover & theft protection insurance. In some cases an excess charge is payable in the case of vehicles being returned damaged. No journey should be taken to the North of Ireland as this is not covered by our policy. Buses that are 18 seats or more cannot be used in the self-drive scheme. This is company policy.

Third party damages shall be covered under Flexibus vehicle insurance. Insurance does not cover damages to tyres /wheels, punctures, windscreens, interior of the vehicle, contents of the vehicle in the event of theft, undercarriage, wing mirrors and coded keys (whether lost or locked in vehicle). Flexibus vehicles are not covered under insurance when driving on unmade roads or bad road conditions.

Mechanical Difficulties & Accidents:

In the case of a breakdown or mechanical difficulties, you must immediately call Miriam McKenna 086-1744260. Authority to obtain repairs or replacement bus must be given by Miriam. If you are involved in an accident under the Self Hire contract both the Gáarda Siochana & Flexibus manager **MUST** be informed, even if there is no damage excess. Keep copies of any relevant documentation you are given.

Health & Safety:

Under the Self Drive Flexibus company contracts *ALL* drivers must adhere to the company Health & Safety policy – non compliance will be taken very seriously. See book on vehicle for all policies and procedures.

It is the policy of Flexibus – Meath Accessible Transport Project Ltd in so far as is reasonably practicable, to seek and provide safe and healthy working conditions for all employees and volunteers and to enlist the active support of employees clients and contractors in achieving such conditions.

Flexibus is committed to implementing standards of health, safety and welfare that comply with the provisions and requirements of the *Safety, Health and Welfare at Work Act*, and all other relevant statutory provisions and codes of practice.

Returning Vehicle:

When you return the vehicle to Flexibus please make sure that you have fully completed all vehicle checks required, and any damages or maintenance needed is reported to the manager. This may mean that you avoid charges being invoiced to your community group for damage that you did not know about. All buses must also be returned with a FULL fuel tank. Liters must be recorded in the bus book and driver must sign book.

I have read and understand my obligations to Meath Accessible Transport Ltd. (Flexibus) and adhere to all of the above.

Signature: _____ **Group:** _____

Name: _____

Address: _____

Home Number: _____ **Mobile Number:** _____

Date: _____

Signature: _____

Miriam McKenna, Manager

Flexibus – Meath Accessible Transport.



DAILY VEHICLE PRE START-UP CHECK SHEET

Make _____ Reg No _____ ODO reading _____

Under the bonnet

- ENGINE OIL LEVEL
- POWER STEERING OIL
- BRAKE FLUID LEVEL
- WINDSCREEN WASHER TANK
- COOLANT LEVEL
- VISUAL INSPECTION OF ENGINE COMPARTMENT

Lights and Alarms

- HEAD & DIP LIGHTS
- SIDE LIGHTS
- NUMBER PLATE LIGHTS
- INDICATORS
- REVERSING LIGHTS
- BRAKE LIGHTS
- FOG LIGHTS
- INTERIOR & STEP LIGHTS
- DASH LIGHTS
- HORN
- REVERSING ALARM
- BUZZER ON BACK DOOR OPERATIONAL

Exterior

- TAX IN DATE
- INSURANCE IN DATE
- VISUAL INSPECTION ALL BODY WORK
- WIPERS & WASHER
- VEHICLE CLEAN & TIDY
- PAPERWORK COMPLETED

Emergency Kit Inspection

- 1 FIRST AID KIT
- 1 UMBRELLA
- 1 TORCH
- SPILL KIT
- 1 FIRE EXTINGUISHER
- 2 TRIANGLES
- 1 EMERGENCY PROCEDURE CARD
- 1 HI-VIS VEST

RECORD ALL FAULTS AND OTHER REPAIRS REQUIRED

SIGNED: (Flexibus Driver) _____

DATE: _____