

MEARNS COMMUNITY MINIBUS

Policy on the Use of the Minibus

TRANSPORTATION OF PASSENGERS

Only those who have passed the Grampian Region/Aberdeenshire Council Assessment may drive the Minibus and, under no circumstances, may more than 15 passengers be carried.

BOOKINGS

Any persons wishing to book the Minibus should contact Mearns Community Transport on 01561 377000 with the following information: date of hire; destination; organisation wishing to hire the bus; duration of journey and name of driver.

Drivers must have passed the Grampian Region / Aberdeenshire minibus test and have their driving licence number and Grampian Region/Aberdeenshire permit number registered with MCT prior to using the Minibus.

DRIVERS RESPONSIBILITIES

Drivers should familiarise themselves with the controls and the location of the First-Aid Kit, Fire Extinguishers, torch etc and be aware of how to operate all doors and the tail lift before carrying passengers. A drivers manual is in the drivers door pocket and covers all relevant information.

At all times a maximum speed of 40 mph must not be exceeded. (This is required by Aberdeenshire Council for insurance purposes).

All doors should be unlocked when vehicle is in motion.

All passengers should use the seatbelts.

Ensure any luggage is secured before setting off.

The Log Book should remain in the Minibus at all times. **Drivers must complete details of their journey and mileage and sign the sheet stating that they have carried out the vehicle safety check prior to departure.**

The Minibus is fuelled every Monday morning. However, it is each driver's **responsibility to carry out the vehicle safety check including the oil, water and diesel** prior to their journey and to take appropriate action as necessary.

Diesel can be purchased from Tower Garage, Station Rd, Laurencekirk and charged to Mearns Community Bus Account. Please sign for the fuel on the Mearns Community Bus Account sheet held at the garage. The garage is open 8am – 8pm Monday to Thursday, 8am – 5pm Friday and 8am – 12 noon Saturday.

If returning the Minibus with the tank quite empty, it would be appreciated if it could be refuelled as the Minibus could be going out the next morning before the garage opens.

KEYS

Sets of keys are kept in 3 locations, the MCT office at 8 High Street, Laurencekirk, Mearns Community Centre at 148 High Street, Laurencekirk and Mearns Academy School office. MCT is open Mon to Fri between 9 am and 3 pm (but it is advisable to phone if wishing to pick up keys to make sure someone is in). Mearns Community Centre is open Mon to Fri from 9 am to 5 pm and the school office is open during term times Mon to Fri between 8 am and 4.15 pm. If returning the Minibus after 5.00 pm, keys can be posted through the letter box of the MCT office or the Mearns Community Centre.

Please do not post keys to the school. If the school set have been used please post the keys through the MCT office letter box.

Drivers will be asked to sign for the keys and In the event of two groups using the Minibus on the same day or at the week-end, drivers may be asked to co-operate with the transfer of key arrangements.

COLLECTION OF MINIBUS

The Minibus is parked in the compound at the rear of the Tower Restaurant, Aberdeen Rd, Laurencekirk (north end of Laurencekirk, opposite Mearns Academy). When returning the bus please try and put it back where it was and avoid taking up excessive space in the compound.

When returning the bus please ensure the auxiliary heater is turned off, internal lights are off, all windows closed and all doors locked.

FOOD AND DRINK

It would be preferred if food and drink were not consumed on the bus. However, it is recognised that this may not be possible in all circumstances. It is therefore requested that passengers take due care that food and drink are not spilled and that all waste is removed from the bus at the end of the hire period.

CLEANING OF THE MINIBUS

It is the responsibility of the organisation hiring the bus to return it with the interior in a reasonably clean and tidy condition. All litter should be removed and the interior given a brief sweep out if it necessary. A dustpan, brush and rubbish bags are provided for this purpose. Any group returning the bus with an excessively dirty interior may be charged an additional £5.00 on their bill at the discretion of the Transport Coordinator. Chewing gum is especially unwelcome and its removal very likely to incur the above charge. The bus is for the use of the whole community and as a courtesy to other users please leave the bus in as good a condition as you would expect to find it yourself.

MAINTENANCE

If any driver has cause for concern about the condition or performance of the Minibus, they should report the matter to the Transport Coordinator on 01561 377000 and fill out an incident report form which are kept in the bus. The form can be returned with the keys.

BREAKDOWN

The bus is covered by the AA for breakdown, policy details are on the card attached to the windscreen. A flat tyre also requires AA assistance. In the event of a breakdown, the policy allows for full recovery of the vehicle and transport of all passengers to a single destination.

ROAD CONDITIONS

It is the responsibility of the driver concerned to decide whether or not to use the Minibus when road conditions are hazardous. This matter should be given due attention, particularly if embarking on journeys in winter. The Traffic Scotland website at www.trafficscotland.org may be worth consulting.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT MEARNS COMMUNITY TRANSPORT ON 01561 377000