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## WESTWAY COMMUNITY TRANSPORT (GROUP TRANSPORT SERVICE)

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### CONDITIONS OF USE

1. All user groups must be registered, paid up members of WESTWAY CT.
2. Vehicles MUST not be used for private or individual gain or for party political purposes.
3. No DRUGS or ALCOHOL may be carried or consumed on any of the vehicles. SMOKING is also not allowed, even when there are no passengers on board.
4. Vehicles must not be used to carry more passengers than the number of seats or wheelchair spaces provided. Minibuses may only be used to carry passengers and their hand luggage. (Please inform us if you require extra space for luggage. A goods vehicle is available for furniture, equipment and larger items.)
5. WESTWAY CT vehicles may only be used for trips within the UK.
6. All bookings are accepted subject to any additional conditions laid down at the by WESTWAY CT at the time.
7. WESTWAY CT cannot accept responsibility or liability for the loss or inconvenience of booking difficulties/cancellations caused by unforeseen circumstances such as vehicle breakdown, bad weather, etc.
8. Vehicle, keys and fully completed log sheets must be returned in fit and clean conditions on the date and time agreed when bookings are made.
9. Any charges that apply will be those that are in force at the time of use and not at the time of booking.
10. Users must pay outstanding balances within 7 days of the original invoice date. Interest charges may be levied beyond this period. (WESTWAY CT reserves the right to levy charges for copy invoices.)
11. Credit limits will be set for each member group according to their payment history and level of use. (WESTWAY CT reserves the right to ask for advance deposits.)
12. Drivers must comply with current insurance<sup>1</sup> regulations, be registered with WESTWAY CT and hold a current MIDAS<sup>2</sup> certificate. (They must notify WESTWAY CT of any changes to their licenses or any at fault accidents.) WESTWAY CT reserves the right to suspend or re-call drivers for further training at any time.
13. Drivers must inspect vehicles prior to driving, as per the logsheet checklist, and report any existing damage or defects, including any that occur on route.<sup>3</sup>
14. All accidents, unforeseen incidents, motoring offences or parking penalties must be reported immediately.
15. Any parking tickets, congestion charges or other excess payments incurred during a booking period are the responsibility of the user.
16. Members are liable for the current insurance excess sum of £250.00 for “at fault” vehicle accident damage.
17. WESTWAY CT require 48 hours (working days) notice of cancellations and reserve the right to make charges in line with the full sessional and driver charges<sup>4</sup> relating to any cancelled booking beyond this period.
18. WESTWAY CT is not responsible for undertaking police checks/references on drivers, passenger assistants, etc. that are not supplied by us.

### **FAILURE TO OBSERVE THESE CONDITIONS MAY RESULT IN WESTWAY CT HAVING TO LEVY ADDITIONAL CHARGES, BAN DRIVERS, DECLINE FURTHER BOOKINGS OR REVOKE MEMBERSHIP.**

<sup>1</sup> Drivers must be 21 and under 70 and have held a full, clean UK (D1) license for 2 years. Drivers over 70 years of age may be acceptable, subject to additional insurance excess agreements.

<sup>2</sup> Minibus Driver Awareness Scheme - WESTWAY CT provides in-house training & assessments.

<sup>3</sup> Drivers are liable to police prosecution if found to be driving a defective vehicle.

<sup>4</sup> Driver charges will apply 30 minutes prior to pick up (allowing for vehicle checks and travelling time), and 30 minutes after drop off, unless a longer period is needed. i.e. the collection point is more than 30 minutes travel to/from WESTWAY CT.

# WESTWAY CT User Questionnaire

**Please** complete the following questionnaire, this information is required by our fund providers and is therefore essential. We also need to know the strengths and the weaknesses of our service so that we can continue to develop and improve it. It's your CT and we want to ensure that it is responsive to all our members needs.

**Please select ONE only from each of the following service codes and group categories that best describes your group/organisation:**

## **Organisation Type** (select one only)

- Advice/Counselling
- Arts
- Community Assoc/Centre
- Disability
- Elderly
- Education
- Gay/Lesbian & Transgender
- Health
- Housing/Homeless
- Mental Health
- Self Help/Support
- Sport
- Student Body
- Tenants/Residents Assoc
- Under Eights
- Women
- Youth
- Other (please specify)

## **Funding Type** (select one only)

- Registered Charity / Voluntary Organisation or Community Group
- RBKC Council Dept
- Other Statutory Organisation
- Health Authority
- School / College
- Religious
- Local Self Help Group
- Other (please specify)

## **Passenger Type** (select one only)

- Children
- Disabled People
- Elderly
- Ethnic Minority
- Young People
- Mixed
- Other (please specify)

## **Primary Activity** (select one only)

- Education  Recreation
- Employment  Shopping
- Health  Social
- Leisure  Social Welfare
- Other (please specify)

## **Ethnicity Categories** (select one only)

- White**
- British
- Irish
- Other European
- Any other White background
- Black or Black British**
- Caribbean
- African
- Somali
- Any other Black background
- Asian or Asian British**
- African Indian
- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
- Mixed**
- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed background
- Any other group**
- Moroccan Arab
- Other Arab
- Chinese
- Filipino
- Any other ethnic background
- All Ethnic Backgrounds**
- Not recorded**

## **Are any of your users/members disabled ?**

Yes  No

## **Is your group/organisation predominantly:**

Male  Female  Mixed

**Please indicate your preferred method of payment, as cheques are becoming less popular we are looking at alternative methods of payment.**

Credit/Debit card  BACS   
 Internet Banking  Via web site

## **Would you prefer to receive newsletters by post?**

Yes  No

## **Group Transport Charges**

**Minibus – Up to a Maximum of 16 seats**

### **Sessional Charges**

<b>0 – 5 Hours</b>	<b>£18.00</b>
<b>5 – 10 Hours</b>	<b>£26.00</b>
<b>10 – 24 Hours</b>	<b>£36.00</b>

### **Mileage Charges**

<b>Up to 50 miles</b>	<b>91p/mile</b>
<b>Over 50 miles</b>	<b>81p/mile</b>

*Please note that other charges may apply:*

### **Westway CT Provision of Paid Drivers & Passenger Assistants**

There is a £11.00 per hour charge for the duration of the vehicle-booking period for Westway CT to provide a paid driver.

Provision of a passenger assistant is charged at £9.00 per hour for the duration of the vehicle-booking period.

Driver and passenger assistant charges are in addition to vehicle charges. Requests for paid drivers and passenger assistants must be received in writing by fax, letter or email, giving a clear itinerary of the booking requirements.

### **New members may be asked to pay a deposit before a vehicle can be used.**

Westway CT requires a minimum of 48 hours (working days) notice of cancellations and reserve the right to make charges in line with the full sessional and driver charges relating to the original booking.



### **MiDAS Training Charges**

MiDAS Induction Std £60.00 per person - REFRESHER £55.00

MiDAS Accessible Induction £60.00 per person - REFRESHER £55.00

If both classes are booked together then you get a £10 discount.



# Westway Community Transport

240 Acklam Road  
London W10 5YG  
Tel: 0208 964 4928  
Fax:0208 969 5733  
westwayct.org.uk

## NEW USER REGISTRATION FORM 2011

To register as a user of our Group Transport Services for the period 1st April 2011 to 31st March 2012

please complete this form & return it with a cheque for the appropriate amount made out to *Westway Community Transport*.

- Are you a Voluntary Organisation working in RBKC that receives over £5,000 funding per year? If so you will need to pay a registration fee of **£35**
- Are you a Voluntary Organisation working in RBKC that receives less than £5,000 funding per year **and** will use the service less than 6 times per year? If so you will need to pay a registration fee of **£7.50**
- Are you a Statutory Organisation? If so you will need to pay a registration fee of **£35**

**ORGANISATION / GROUP** \_\_\_\_\_  
**Address** \_\_\_\_\_

POST CODE \_\_\_\_\_ London Borough/County \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Email Address \_\_\_\_\_

**Please briefly outline your main activities and the people you serve:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name, telephone number & email address of people authorised to make bookings:**

\_\_\_\_\_  
\_\_\_\_\_

**FOR INVOICING: Name, address & telephone no (if different from above)**

\_\_\_\_\_  
\_\_\_\_\_

**Please sign the following statement:**

- *We are a bona fide community organisation serving the needs of the community*
- *We wish to affiliate with WESTWAY CT. We have read & agree to abide by all the conditions of use set out overleaf & on our web site*
- *We declare that the above information is correct. We are authorised to make this commitment on behalf of our organisation & understand & accept the liabilities*
- *We enclose a cheque for the due amount*

**Title** \_\_\_\_\_

**Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Title** \_\_\_\_\_

**Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_