



GROUP USER SCHEME POLICIES

Epping Forest Community Transport operates a minibus brokerage for use by any non-profit making group within the Epping Forest District. Epping Forest Community Transport has a fleet of accessible minibuses, to transport passengers.

The operating conditions are as follows:

By becoming a member your group agrees to use EFCT vehicles on a "not for profit" basis under the terms of EFCT permit.

The cost of booking a minibus is £15 plus £1 per mile from the parking area and return to parking base. EFCT can provide paid drivers subject to availability at the cost of £11.50 per hour. EFCT drivers have been interviewed, MiDAS trained and DBS checked.

Groups may provide their own drivers as long as they have the relevant D1 entitlement on their driving licence.

All drivers must be registered with Epping Forest Community Transport and be willing to undertake the necessary MIDAS (Minibus Driver Awareness Scheme) training.

All Drivers must have full familiarization on minibuses and driving licences must be seen by the EFCT Management before driving our vehicles, licences will need to be seen every six months thereafter.

Vehicle check sheets and all paperwork provided by EFCT office must be fully completed and returned with keys to the office or letter box at the side of the building on the same day.

In the event of a breakdown/accident please call Wrightsure Recovery on 0800 011 3766 this is a 24hr telephone line. Please also ensure the office have been made aware of the situation 01992 579556. Following an accident resulting in repair to the vehicle directly with our bus maintenance company or with Community Transport's insurance policy, the driver or group may become liable for the cost of the repair or the excess on our insurance policy depending on the course of action taken.

A £25 charge will be made for cancellations made within 3 working days of your journey.

All groups are responsible for leaving the minibus clean, tidy and replenished with fuel, (fuel cards are kept in the minibus), and seats in a safe position and wheelchair clamps must be stored away correctly. Failure to do so will incur an extra charge of £25 to your organisation.

Vehicles will be available on a first come first served basis and must be booked at least five working days in advance.

All passengers over the age of 14 have a personal responsibility to ensure their seatbelts are fastened properly for the entire journey. This is a legal requirement under Section 14(3) Road Traffic Act 1988.

Not following the above operating procedures could result in refusal of membership.

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Bookings are taken Monday to Friday 9.30-12.30 Tel: 01992 579556

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