



# EPPING FOREST COMMUNITY TRANSPORT (INCORPORATING HARLOW COMMUNITY TRANSPORT)



Registration No.	
Date Received	
Group Informed	
Payment Amount	
Payment Method	

## Group Application Form

Group Name:	
Address:	
	Post Code:
Tele:	Mobile:
E-mail address:	
Group Contact Name:	
Position Held:	
Tele:	Mobile:
E-mail address (if diff from above):	
Emergency Contact Name:	
Position Held:	
Tele:	Mobile:
Describe your Organisation and its function:	
<b>Invoice Details</b>	
Invoice Addressee Name:	
Position Held in Group:	
Invoice Address:	
	Post Code:
Signature:	Date:



# EPPING FOREST COMMUNITY TRANSPORT (INCORPORATING HARLOW COMMUNITY TRANSPORT)



## Terms & Conditions - Group Bookings.

We are a registered charity and non-profit making organization.

Community Transport services are not suitable for everybody, please be sure our service is the right service for your Groups' needs. At times, our users' expectations are above our capabilities. Community Transport is unable to provide escorts or Specialist Services.

- Epping Forest / Harlow Community Transport will endeavour to provide your minibus transport needs, including; suitable minibus with wheelchair access and do offer a paid driver subject to availability.
- **Bookings:** All requests for Group Hire are to be made in writing to [efct@communitytransport.org.uk](mailto:efct@communitytransport.org.uk) We will require Group name, date of travel, venue, pick-up & return times and a contact name and number for liaison. A member of staff will contact you on receipt of your request.
- Groups may provide their own drivers if they have the relevant D1 entitlement on their driving license. In this case, Drivers must be registered with Community Transport and undergo the necessary MIDAS (Minibus Driver Awareness Scheme) training prior to any Hire of our minibuses.
- Vehicle check sheets and all paperwork provided by Community Transport office must be fully completed and be returned, along with the vehicle keys to the relevant office on completion of the Group Hire.
- 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 tie downs must be stored away correctly. Failure to do so will incur a penalty charge of £25 to your organisation.
- All vehicles are Comprehensively insured for drivers aged between 25 – 70 years. Please note that an excess of £250 is payable in the event of any accident or other claim.
- **In the event of a breakdown/accident/incident - please call Epping Forest / Harlow Community Transport office to report direct.  
If required - Call Wrightsure Recovery on 0800 011 3766 (24 hour telephone line).**
- Following an accident or incident involving the Group Hire vehicle, the completion of an incident/accident claim form is required in all cases within 24 hours. This form will be provided by office staff on reporting.
- **Cancellation** - A £25 cancellation administration fee will be applied for all cancellations made within 3 working days.
- Not following the above operating procedures could result in cancellation of membership.

“Name of organisation” \_\_\_\_\_ **agree to the above terms and conditions.**

**I give permission for Epping Forest (incorporating Harlow) Community Transport to hold my personal data for their own use & not to share with any 3<sup>rd</sup> parties. Data is used for the sole purpose of booking trips & contacting passengers via postal newsletter or email if provide. Please tick the box if you are happy for us to keep your contact details on file and contact you in this way.**

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Annual Membership £20**

If you would like to pay by Bank Transfer, our bank details are; Sort Code 20-29-86 and Account number 23371883. Please use the Group name as reference. Alternatively, cheques should be made payable to: Epping Forest Community Transport and sent to our address as below.

Please return this form to:

**Harlow Community Transport,  
Unit 7, The Latton Bush Centre, Southern Way, Harlow, Essex CM18 7BL**

Head office Epping Forest Community Transport  
Social Care Building, 2<sup>nd</sup> Floor  
St Johns Road  
Epping, Essex, CM16 5EB  
Telephone: 01992 579556

Harlow Community Transport  
Unit 7, The Latton Bush Centre  
Southern Way  
Harlow, Essex CM18 7BL  
Tel: 01279 798876