Membership Application Form: Group Bookings

UTTLESFORD COMMUNITY TRAVEL

All information provided is strictly confidential and securely stored on our premises. We never pass information held to any third party. To comply with GDPR (General Data Protection Regulations) we must gain your consent to hold your information.
Please tick this box to confirm that you are happy for us to do so ☐

1. APPLICATION CRITERIA

BOOK-A-RIDE can only accept group registration applications from club or associations whose members satisfy one or more of the following criteria (please tick all that apply below)

- ☐ **Those who have physical disabilities**
- ☐ **Those who are unable to use conventional transport, e.g. buses or trains because of geographical isolation**
- ☐ **Those who are wheelchair users**
- ☐ **Those who are 60 years and over**
- ☐ **Organised youth groups with an adult leader (non-profit making)**

2. GROUP DETAILS AND CONTACTS

Name of group	
Address of group	
Group activities	
Group age range	

2. GROUP DETAILS AND CONTACTS (continued)

Main contact name	
Main contact telephone	
Main contact email	

FINANCE: Invoices will be emailed to our members, please provide details of the person to whom the invoice should be sent

☐ **As main contact above** ☐ **Other – please complete details below**

Contact name		**Address**	
Contact telephone			
Contact email			

4. OUR TERMS AND CONDITIONS FOR GROUP BOOKINGS

All confirmed bookings are subject to cancellation fees:
Cancellations up to 2 working days before travel – 20% of cost of trip. Cancellations 2 working days or less before travel – 100% of cost of trip.

Vehicles will not be reserved until confirmation is received from the Hirer either by email: info@uttlesfordcommunitytravel.org or by letter to the address at the bottom of this page.

Deposits are not taken. Journeys are invoiced in arrears and are due for payment with 7 days of date of invoice.

A register of those travelling to include names and contact telephone number, must be handed to the driver at the start of the trip. A mobile phone contact number for the organiser or responsible person travelling on the day must be supplied to the UCT office at least 2 days before travel.

Children 16 years and younger must be accompanied by an adult escort at all times. Failure to supply an escort will result in the journey being cancelled and the full charge being levied.
It is the responsibility of the rganiser/group leader to ensure the vehicle is left in a clean and tidy condition. Failure to comply will result in an ADDITIONAL CHARGE of two hundred and fifty pounds (£250) being added to the invoice.
There is a strict NO SMOKING policy in the vehicles.

4. OUR TERMS AND CONDITIONS FOR GROUP BOOKINGS (continued)

Seat belts must be worn unless a passenger is in possession of a Seat Belt Medical Exemption Certificate, a copy of which must be supplied to the General Manager at the UCT office. NO BELT NO TRIP

GROUP BOOKINGS – GROUP'S OWN DRIVER

When driven by a group's own driver, accident claims carry an excess of £250

Please ensure the vehicle is left in a clean and tidy condition. Failure to comply will result in an ADDITIONAL CHARGE of two hundred and fifty pounds (£250) being added to the invoice.

Our vehicles are highly visible and are required to be driven in a courteous manner with consideration for other road users at all times.

All vehicles have Fuel Genie Fuel Cards on board. Fuel Genie cards can be used to purchase fuel at Tesco, Sainsbury and Morrisons. If necessary, use to top up diesel to a minimum level of a quarter of a tank at the end of the hire.
There is a strict NO SMOKING policy in the vehicles.
Seat belts must be worn unless a passenger is in possession of a Seat Belt Medical Exemption Certificate, a copy of which must be supplied to the General Manager at the UCT office. NO BELT NO TRIP

LEGAL OBLIGATIONS FOR ALL DRIVERS

The vehicle becomes the responsibility of the driver for the duration of the journey. At the start of the journey the vehicle must undergo a roadworthy inspection carried out by the driver as per the Defect Sheet supplied as part of the Runsheet.
In the event of an Accident or any incident involving a UCT vehicle, please ensure the correct procedures are adhered to.
Breakdown procedures and emergency telephone numbers are held in the vehicles in a red DRIVER FOLDER.
Mobile phones can only be used when the vehicle is stationary and the engine is turned off. This instruction also applies to satellite navigation and audio systems.
If you have stated to DVLA that you drive with spectacles, failure to do so will result in the vehicle being impounded if you are stopped by the police or DVSA Inspectors (Driver & Vehicle Standards Agency.)

5. YOUR DECLARATION

I declare that the information given on this form is correct.
I agree to my details being held on computer at the Uttlesford Community Travel premises.

Please sign here	Date

I am happy to be contacted by email and kept informed about our services and activities:

Please tick Y N

6. PAYMENT (please note that due to banking charges we prefer **no cheques)**

BY PHONE: You can pay your annual membership fee of **£25** by debit card or online banking: please call **01799 519 008** or **01371 875 787**

Please post your completed form to:
Uttlesford Community Travel, Unit One, Flitch Industrial Estate,
Chelmsford Road, Dunmow, Essex, CM6 1XJ

Email: info@uttlesfordcommunitytravel.org **Website:** www.uttlesfordcommunitytravel.org

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