

Conditions of Minibus Use

1. Groups or organisations must be affiliated to South Ayrshire Community Transport (SACT)
2. All drivers must be registered with SACT
3. SACT is registered for VAT which is chargeable on all hires of MPVs and Mini Buses using own drivers. Mini Bus hire using a SACT volunteer driver is zero rated. Please speak to the office for further details.
4. Driver registration to be renewed annually. Driving licence will be checked on registration. SACT retains the option to refuse registration
5. New drivers must be given a familiarisation course on the vehicles and agree to take part in MIDAS training within the next 12 months
6. Drivers must be over the age of 25
7. Drivers **must** have a D1 on their license to be able to drive larger SACT buses
8. Vehicle charges may vary throughout the year. Refer overleaf for details
9. On completion of each hire, a Journey Log sheet which records the mileage and passengers numbers must be completed along with a Vehicle Checklist and returned with the vehicle keys to the hire base.
10. Any accidents or damage to the vehicle must be reported on the mileage form **and** verbally to the hire base. Where possible details of any witness (including passengers) to the incident are to be written on the back of the mileage form. After an accident or any damage, the SACT committee may not allow the driver to use the vehicles until the situation has been investigated. Where negligence has been proven the group will be responsible for the cost of any repair
11. SACT will not necessarily meet any costs resulting from the engagement of garage services by any user group for whatever reason
12. The vehicle is to be left in a clean and tidy condition. **Failure to comply will result in a £30 charge added to the invoice**
13. SACT can take bookings for up to a 6-week period, after which it will be reviewed
14. All vehicles have breakdown membership that covers breakdowns and emergencies. User groups using minibuses do so at their own risk. SACT cannot be responsible for any additional costs encountered
15. Safety of operation and the well-being of our users is the prime concern of SACT. SACT reserves the right to suspend the affiliations of any group or the registration of any driver, without liability or re-imburement
16. The number of passengers designated for the vehicle must not be exceeded
17. Seat belts and wheelchair straps **must** be used at all times
18. When parking the vehicle on return, ensure that common sense prevails so that other vehicles are not blocked in
19. Cancellation - Our vehicles are in great demand and we often have to let down other potential users due to demand. All cancellations made with 1-24 hours notice will attract a £25 fee. Any cancellation within one hour of the booking or failure to notify attracts a £30 fee (£43 if SACT driver is booked). Other additional SACT driver non cancellation expenses may be payable.
20. SACT drivers are not Passenger Assistant Trained. If using our drivers on a hire please ensure sufficient escorts are provided, if required, for other passengers needs. Thank you.



INFORMATION LEAFLET

*South Ayrshire Community Transport is affordable Community
Transport for the residents and community groups of South
Ayrshire*





BOOKING AND VEHICLE INFORMATION

Booking

Bookings can be made by:

- Download [HERE](http://sacommunitytransport.org/download-forms/) - <http://sacommunitytransport.org/download-forms/>
- Email – info@sacommunitytransport.org
- Telephone: 01292 270864
- In Writing: South Ayrshire Community Transport, 27-29 Crown Street, Ayr, KA8 8AG

Training

Drivers wishing to arrange MIDAS, PATS or D1 training should contact the office in the first instance and Mike or Catriona will be able to advise you. All drivers must have a D1 on their licences to be able to drive the larger SACT Minibuses. Smaller MPVs do not require a D1

Familiarisation

Drivers wishing to arrange a bus familiarisation session, please contact Mike or Catriona on 01292 270864

VEHICLES AVAILABLE

- 2 x 15 seat w/c accessible VW Crafter Minibuses (Kyle based)
- 1 x 5 seater +w/c accessible VW Vista (Girvan based)
- 1 x 9 seater w/c accessible Ford Tourneo (Kyle based)
- 3 x 17 seat w/c accessible Boxer/ Flexilite (Girvan, Maybole & Ayr)
- 1 x 9 seater w/c accessible Ford Tourneo MPV (N Carrick based)
- 1 x 17 seat w/c accessible Mercedes Sprinter (Girvan based)
- 1 x 17-seater Ford Transit with no wheelchair access (Ayr based)

CHARGES from 6th April 2021

Group Membership Fee; From date received	£30.00	+VAT Per Annum
Renewal Membership Fee; From date received	£15.00	+VAT Per Annum

Booking Fee for minibuses 15 seat and above	£30.00	
Booking Fee for MPVs	£25.00	+ VAT
Mileage Fee (first 20 miles)	£ 0.00	Per mile +VAT
Mileage Fee (21 miles-120)	£ 0.80	Per mile +VAT
Mileage Fee (121+)	£0.50	Per mile +VAT

The above costs are based on self-drive. SACT can provide a driver at an additional cost of £13.00 per hour or register your driver with SACT as a volunteer to avoid VAT.

ADDITIONAL CHARGES

VAT – Self-drive hires and MPV’s attract VAT at 20% on Booking Fee and mileage charge		
Cleaning Charge (if necessary)	£30.00	
Cancellation fees	£25.00	1-24 hour notice
	£30.00	<1 hour notice
	£43.00	(<1hr with SACT driver booked)

OVERNIGHT CHARGES

Overnight Charge -	1 night	£30.00
	2 Nights	£50.00

(If you require more than 2 nights please call 01292 270864 for a quote)

OUT & ABOUT CLUB

SACT arranges trips to garden centres, shopping centres, restaurants and other popular attractions. For further information please contact Mike or Catriona on 01292 270864 or info@sacommunitytransport.org

THE LAW

SACT operates a 4 days per week ticketed scheduled service between Barr and Girvan under a **Section 22** permit. The rest of the time, SACT operates this and its other minibuses/MPVs under **Section 19** permits under the relevant Road Traffic Act which allows the charging of passengers to cover costs, providing the passengers are members of affiliated groups or are being helped by the affiliated group as an aspect of social, welfare, cultural community service. **No other use is permitted under this legislation.** The bus cannot be hired by individuals for hen parties etc. Further details can be obtained by contacting SACT