



Sheffield Community Transport Collective Travel Information Pack



For the attention of the Group Organiser

This pack contains a Group Registration Form, our Conditions of Hire, a Group Declaration Form, and an Information Sheet with details of charges, etc.


Sheffield Community Transport receives funding from South Yorkshire Passenger Transport Executive to operate services for people who are 'disabled and/or frail elderly'. We need to know whether the passengers who will be travelling on our vehicles fit into this category. Please note that the percentage figure you put in relates only to the members of your group actually travelling on the minibus with Sheffield Community Transport.

This does not affect the rate you will be charged, it only affects Sheffield Community Transport's income.

Ian Jenkinson
General Manager

Sheffield Community Transport is registered under the Industrial and Provident Act Registration No. 25650R
VAT Registration Number 534 1063 80



SCT COLLECTIVE TRAVEL REGISTRATION			OFFICE USE Reg. No.
Name of Group		Approx no. of members	
Objectives of Group		Venue of meetings	
		Tel. no of Venue	

GROUP ORGANISER	INVOICE TO
Name	Name
Address	Address
Postcode	Postcode
Tel.No.(day)	Tel.No.(day)
Tel.No.(evening)	Tel.No.(evening)
Email	Email

Which of your group's members are authorised to make bookings on the group's behalf?

Name	Address	Tel.No.(day)

GROUP CATEGORY

Please tick the category which best reflects the nature of your group

(Tick more than one if necessary)

<input type="checkbox"/>	Disabled people	<input type="checkbox"/>	Older people	<input type="checkbox"/>	Leisure	<input type="checkbox"/>	Lunch Club
<input type="checkbox"/>	Religious	<input type="checkbox"/>	Ethnic Minority	<input type="checkbox"/>	Sport	<input type="checkbox"/>	Women
<input type="checkbox"/>	Youth	<input type="checkbox"/>	Play Scheme	<input type="checkbox"/>	Under 5s	<input type="checkbox"/>	Education

Is the main reason your group needs to use Community Transport to assist elderly and/or disabled people? **YES / NO**

Of those requiring transport, are more than 50% elderly and/or disabled? **YES / NO**

If the above applies, please complete the enclosed declaration.

DRIVERS

Drivers must have completed the MiDAS Driver Accreditation Scheme. For details of Accreditation, please contact the Office Support Worker at SCT. SCT may be able to offer short-term help with volunteer minibus drivers, but we are reluctant to place our volunteers on a long-term basis. Please give details of your proposed drivers.

Name	Address	Tel.No.(day)

- I wish to register the above group as a User Group with SCT Collective Travel.
- I agree to abide by the Conditions of Hire, Equal Opportunities and Health and Safety Policies, copies of which are available on request.
- I undertake to be responsible for the conduct of the above group whilst using the minibus.

Group Organiser's Signature Date / /

Please return this form to SCT Collective Travel, 10 Montgomery Terrace Road, Sheffield S6 3BU.

OFFICE USE ONLY	Registration Approved	YES / NO
Signature	Position	Date / /
If refused, state reason		

Sheffield Community Transport **Collective Travel – Conditions of Hire**

GROUP ELIGIBILITY

1. Only registered groups may hire SCT minibuses.

Registration follows these guidelines:

- i) Priority to elderly and disabled.
- ii) Inappropriateness of public or other transport for the group activities.
- iii) The aims of the group are not party political.
- iv) The aims of the group do not conflict with SCT's Equal Opportunities Policy.
- v) The aims of the group can be considered to be of benefit to the community.
- vi) The group exists in its own right.

It is recognised that ii) may be for a number of reasons including age, disability, social or economic circumstances or a combination of these factors.

VEHICLE USE

2. SCT minibuses may only be hired for use in connection with the activity of the hiring group. They may not be hired for private, commercial or political purposes nor for journeys which are the responsibility of statutory agencies. SCT may refuse a booking if it suspects a minibus is being hired inappropriately.
3. Journeys may be undertaken anywhere in the U.K.
4. **Smoking is not allowed at any time on SCT minibuses either stationary or moving whether by passengers or drivers.**
5. SCT operates passenger carrying vehicles. They must not be used to transport goods other than personal luggage. They must never be used for removals or transporting large equipment. Failure to comply with the above may render the insurance cover invalid and will also mean that the group is using the vehicle without SCT's permission leaving the group liable for prosecution.
6. SCT reserves the right to refuse access to its resources if there has been abuse of the above conditions.

BOOKING ARRANGEMENTS

7. Bookings should be made Monday to Friday, 9.00 am – 4.00pm and up to three calendar months in advance. The number of minibuses that can be hired at any one time is subject to availability. Maximum hire periods are:
 - i) A long weekend – defined as between 12.00 midday on Friday until 09.00 am on Monday.
8. It may be possible to negotiate other hire periods. These should be put in writing to SCT's Collective Travel Transport Co-ordinator.
9. Any changes to bookings (e.g. changes to days, times and or destination) must be notified to SCT as soon as possible.
10. Failure to notify SCT of cancellation or cancelling with less than 2 working days notice will incur a minimum charge of £5 or £1 per hour for the number of hours booked which ever is the greater.
11. SCT operates some minibuses on behalf of the owning group. Book ahead periods for these vehicles are agreed with the group concerned.
12. While SCT will endeavour to ensure that the services it offers are available at the times booked, it accepts no legal or financial liability for any primary or secondary consequences or costs arising from late or non-provision of transport for whatever reason.

PAYMENTS

13. If SCT estimates that it is likely that the cost of a proposed journey will exceed £100, up to 100% of the estimated cost will be required to be paid in advance.
14. Invoices must be paid within 30 days of SCT's date of posting.
15. If the group has not paid within the time, further access to vehicles may be refused.
16. Bad debts will be referred to the Small Claims Court and the group will be liable for such additional costs incurred.

VEHICLE COLLECTION AND RETURN

17. Minibuses must not be taken before the time stated on the log sheet and must not be returned later than the return time on the log sheet. A penalty charge will be incurred for unnotified early removal or late return.
18. Vehicle checks must be undertaken before leaving the compound and any faults reported on the log sheet.
19. Any damage however caused to the vehicle, however slight, must be reported on the log sheet. In the event of any damage being identified as driver negligence, the group/driver shall bear the cost of the current insurance policy excess.
20. It is the group's responsibility to ensure that minibuses hired from SCT are left in a clean and tidy state. Minibuses left unclean or littered will incur a minimum charge of £10.
21. Minibuses must be left secure, ie handbrake on, doors and windows locked. Vehicles left unsecured will incur a minimum charge of £10.
22. All vehicles should be fuelled at Shell St Philips, Netherthorpe Road. If further fuelling is required en-route, receipts indicating the vehicle registration should be attached to the log sheet and the cost will be deducted from the overall charge. If receipts are not attached, no deduction can be made.
23. In the event of a minibus being parked inconsiderately on return, which results in the blocking in of other vehicles, necessitating another group requesting an emergency call out to move the obstructing minibus, the group responsible for the obstruction will incur a penalty charge of £10.

DRIVER ELIGIBILITY

24. Drivers who have successfully undertaken a MiDAS driving assessment and are on SCT's current register of approved drivers are permitted to drive SCT minibuses. (Drivers having taken only a **standard** MiDAS assessment may only drive non accessible vehicles). **Drivers must have no more than 3pts against SP 10, 20, 30, 40, 50, 60 & TS 10, 30, 40.**
25. Persons driving SCT minibuses who do not meet the above requirements are driving illegally and the insurance cover is invalidated, leaving the driver liable to prosecution.

VOLUNTEERS

26. When a volunteer is requested by a group, SCT will reimburse their expenses, which will then be added to the group's invoice. If a volunteer has been requested and allocated but is subsequently cancelled with less than two working days notice, an administration charge of £4.50 will be made.

WHEN REQUESTED, SCT WILL ENDEAVOUR TO OBTAIN A VOLUNTEER DRIVER.

HOWEVER, IT SHOULD BE CLEARLY UNDERSTOOD THAT UNDER NO CIRCUMSTANCES DOES SCT EVER GUARANTEE TO PROVIDE A VOLUNTEER DRIVER.

Sheffield Community Transport
10 Montgomery Terrace Road, Sheffield, S6 3BU.
Tel: (0114)2766148 Fax: (0114)2787173
Email enquiry@sheffieldct.co.uk

SCT is supported by the South Yorkshire Passenger Transport Authority and Sheffield City Council.



**Sheffield Community Transport
Group Declaration**



We are subsidised by South Yorkshire Passenger Transport Executive to provide transport for mobility impaired people who find it difficult or impossible to use other public transport. Please complete the following sections so we can establish whether we will be eligible to claim for journeys made by your organisation. We may contact you if we need more details in order to confirm eligibility.

If you have any queries about this form, please contact us on (0114) 276 6148

1. Name of Group

2. Contact Person Tel:

3. What proportion of your members requiring transport on our services do you consider to be disabled and/or frail elderly? %

4. What is the primary purpose of your organisation? Please tick the box which best describes it:

<input type="checkbox"/>	Nursing or residential home	<input type="checkbox"/>	Day care centre for elderly
<input type="checkbox"/>	Sheltered housing complex	<input type="checkbox"/>	Day care centre for disabled
<input type="checkbox"/>	Elderly persons' lunch club	<input type="checkbox"/>	Day car centre for the mentally ill
<input type="checkbox"/>	Organisation for disabled people	<input type="checkbox"/>	Organisation for frail elderly people
<input type="checkbox"/>	Organisation for people with learning difficulties		
<input type="checkbox"/>	Other. Please give details:		

DECLARATION

I confirm that the details given for my organisation are correct and that I will advise you of any significant changes to these details which may arise.

I agree to provide further details if needed to confirm whether Sheffield Community Transport is eligible to claim further funding from the South Yorkshire Passenger Transport Executive for transport provided to my organisation.

I consent to the information about my organisation, held by Sheffield Community Transport, being made available to South Yorkshire Passenger Transport Executive and its authorised agents in respect of any journeys funded by them.

Signature **Date** / /

Position within Organisation



Sheffield Community Transport – Group Travel Information

Sheffield Community Transport operates a fleet of minibuses, ranging from 9 to 16 seats (plus driver) most of which have easy access for disabled people. They are available to groups and organisations in the community who need help with transport for their members to enable them to pursue their activities.

What kinds of groups use SCT minibuses?

All kinds of groups register to use SCT minibuses. The group's aims must be considered of benefit to the community and it should be difficult or inappropriate for the group to use public transport. We are funded to give priority to groups with elderly or disabled members but other groups have access to the vehicles at other times. Groups must be independent, non-profit making and non-party political.

What kind of activities do groups use SCT minibuses for?

Usually groups use the minibuses to transport members to meetings, social events or simply out into the countryside for a day out. Groups also go away further afield for weekend breaks etc. SCT minibuses may not be hired for private, commercial or political purposes.

How safe are SCT minibuses?

All our minibuses follow a maintenance schedule approved by the Department of Transport which includes regular servicing, safety checks, with additional independent quality control checks made. All minibuses have breakdown cover and we have emergency out of hours and weekend staff cover to provide additional emergency advice and assistance should you break down or be involved in an accident.

Do minibuses have seat belts and other restraints for passengers?

All SCT minibuses have lap and diagonal inertia reel belts. Wheelchair users who travel in their wheelchairs are also provided with appropriate seatbelts and restraints. Making space for the safe securing of occupied wheelchairs may mean seats have to be removed, reducing the seating capacity of some vehicles.

Can we carry equipment in SCT minibuses?

SCT's minibuses are insured as passenger carrying vehicles, under Section 19 Minibus Permit legislation and as such, only items of personal luggage can be carried on minibuses. Soft bags and holdalls can be stowed under seats, but aisles and exits must not be blocked by luggage. If larger items of luggage need carrying, some seats may need to be removed to accommodate them safely. SCT minibuses cannot carry large pieces of equipment or furniture.

Who can drive SCT minibuses?

SCT encourages groups to provide their own drivers (ie a group member, relative or friend). We place a very high priority on safety, and insist that all drivers of minibuses have undertaken a Minibus Driver Awareness Scheme (MiDAS) driving assessment with SCT to be

eligible to drive SCT minibuses. Drivers must be over 21, have held a full UK licence for more than two years, have had recent regular driving experience and must have no more than 3pts against SP10, 20, 30, 40, 50, 60 & TS10, 30, 40. To find out more about taking a MiDAS driving assessment, please contact SCT on 2766148 for further details or email enquiry@sheffieldct.co.uk.

How much does hiring a SCT minibus cost?

Groups can choose from two charge rates for SCT minibuses:-

STANDARD HIRE (Inclusive of fuel) per minibus

Hire - £1.50 per hour (half hours £0.75), mileage charge - £1.00 per mile (inclusive of fuel). There is a minimum charge of £20.00. This rate tends to be appropriate for groups who want to use the minibus for a day or less and who don't envisage travelling long distances. If fuel has to be purchased en route this will be deducted from overall cost. Cancellation charges of the hire will be made if less than two working days notice is given.

NON STANDARD HIRE (Cost of fuel not included) per minibus

This tends to be appropriate for groups who need minibuses for longer distance trips or over a longer period, such as a weekend or a full week. The minibus hired should be fuelled up on collection and groups will be expected to return the vehicle full – the group will therefore pay for fuel used on their journey. Full payment is required two weeks before the date of the journey. Cancellation charges vary according to the length of hire and notice given.

DAILY HIRE (0900hrs – 0900hrs) or part thereof **£75.00 + fuel**

WEEKEND HIRE (Friday 1200hrs to Monday 0900hrs) or part thereof **£115.00 + fuel**

WEEKLY (Seven Days) **£300.00 + fuel**

SCT staff will advise on the most appropriate rate for your journey.

What are the booking arrangements for SCT minibuses?

After registering with SCT, minibuses can be booked up to three calendar months in advance, by ringing (0114) 276 6148 between 9.00am and 4.00pm Monday to Friday. The number of minibuses that can be hired at any one time is subject to availability. A weekend booking counts as a single booking. Minibuses can be hired outside these conditions by applying in writing to SCT.

Can groups influence the way in which SCT's services are planned and delivered?

We encourage groups to give both positive and negative feedback from our services. Please contact SCT with any queries or ideas. Groups can become shareholding members of SCT which entitles a group to vote at our quarterly general meetings. Transport can be arranged for elderly or disabled people wishing to attend.

SCT, 10 Montgomery Terrace Road, Sheffield S6 3BU Tel (0114) 276 6148 Fax (0114) 278 7173 or e-mail: enquiry@sheffieldct.co.uk website www.shheffieldct.co.uk

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