

Minibus Declaration (drivers)

Every person that drives the Wirral Mencap minibus (the “**Minibus**”) must sign the following declaration and present their driving licence and a check code from the DVLA (“**Check Code**”) either prior to, or on collection of the keys, the first time they drive the Minibus. If the driver drives the Minibus on subsequent occasions more than 21 days after the date they last provided a Check Code to Wirral Mencap, the driver will provide Wirral Mencap with a new Check Code. This information will be kept on file for future reference.

You can obtain a check code by going to www.gov.uk/view-driving-licence .

Declaration:

I _____ (full name) of _____ (name of group/ centre/ organisation) (the “**Organisation**”) declare that:

1. I am driving on a voluntary basis
2. I am 25 years of age or older
3. I have held a full UK or equivalent EU driving license for at least 2 years and have no current convictions on my license (points)
4. I have prior experience of driving a minibus and have been deemed competent by the Organisation named above (also applies to use of tail-lift)
5. I am medically fit to drive the Minibus and am not aware of any pre-existing or current conditions that might affect my ability to drive. In the event of any changes in my health condition that might affect my ability to drive, I will notify the Organisation and Wirral Mencap and I will cease driving immediately
6. I will drive with care and consideration and will comply with all applicable road traffic laws and regulations. I understand I am responsible for all parking and speeding fines and any other penalties while driving or using the Minibus and any additional fees or loss that may arise should any penalty be paid late or left unpaid
7. I understand that I cannot charge passengers fees (unless the Organisation has a Section 19 permit, we are recouping fuel costs only and Wirral Mencap have provided prior consent)
8. I have never been refused insurance or had special conditions imposed
9. I have disclosed any car insurance claims (including ‘non-fault’ claims) I have made in the last five years below:

10. I will notify Wirral Mencap if I reach 70 years of age during the period that I will drive the Minibus and I understand the insurance policy will not automatically cover drivers over this age
11. I will notify Wirral Mencap straight away of any changes to the status of my driving license (including, without limitation, if I receive any notification of potential driving convictions or points)
12. In the event of any accidents or incidents however small, I will:
 - (a) immediately report such accident or incident to Wirral Mencap;
 - (b) not admit fault;
 - (c) make a note of all relevant details, including (without limitation):
 - (i) any other party's (including witnesses) name, address and contact details;
 - (ii) the vehicle registration, make and model of any other vehicle involved (if any) and the other party's insurer's name and policy number;
 - (iii) any injuries to anyone involved;
 - (iv) the number of passengers in the other vehicle (if any);
 - (v) the name and number of any police officer who attends the scene of the accident; and
 - (vi) any unusual behaviour from the other person and the direction they take when they leave the scene;
 - (d) take photos of the Minibus and any other vehicle involved (if any) and the scene of the accident (if safe to do so);
 - (e) not investigate any event or claim; and
 - (f) pass all information and co-operate in any way with Wirral Mencap's, or their insurance provider's, investigation (if any)
13. In the event of any fault or break down of the Minibus, I will immediately report to Wirral Mencap and will follow any instructions provided
14. I will not use the minibus to tow a trailer
15. I will be in possession at all times of the Minibus keys and I will inform Wirral Mencap immediately if I lose the keys
16. The keys will not be passed onto another driver without the prior consent of Wirral Mencap and I will not allow any unauthorised driver to drive the Minibus
17. I will keep the entrance code to the Thomas Court car park confidential at all times
18. I will check the oil, water, washer fluid, tyre pressure and safety of passengers before embarking on journeys

19. I understand that the welfare and safety of passengers is the responsibility of me and/ or escorts whilst using the Minibus
20. I will not carry more passengers than is recommended by the Minibus' manufacturer
21. I am responsible for any fuel I use and I will top the fuel back up to the same level as on collection every time the Minibus is used
22. I will keep the Minibus in a clean condition and ensure all rubbish is removed before the bus is returned.
23. I will take all reasonable precautions to protect the Minibus from loss of or damage to the Minibus or its contents by theft or attempted theft or an unauthorised person taking and driving it including, without limitation, I will not leave the Minibus unlocked or with the keys in or on it, and each time I leave the Minibus I will turn off/ close any onboard equipment, including air conditioning unit, roof vents, tail lift power supply and windows
24. I have declared any relevant medical conditions below (for insurance purposes):
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25. I will drive the Minibus on behalf of the Organisation only and I will not hold myself out as an agent, employee or in the control of Wirral Mencap at any time
26. I understand that I must comply with the above declarations and that, if I do not, Wirral Mencap's insurance may be compromised and/or invalidated. In that event, Wirral Mencap may look to the Organisation to cover Wirral Mencap's reasonable costs that may arise as a result its insurance being compromised and/or invalidated.

Signed: _____ Date: _____

For office use only:

- Please tick this box to confirm that you have checked the driver's driving license and check code from the DVLA for convictions and validity (i.e. in date, and compliant with conditions above) and issued the driver with a copy of the Volunteer Drivers Handbook (RoSPA)

Checked by: _____

Date: _____