

## **TIDENHAM PARISH COUNCIL - COMMUNITY TRANSPORT (TPCct)**

### **STANDARD OPERATING PROCEDURES**

1. Tidenham Parish Council operates a Community Transport service through its Electric Vehicle Community Transport (EVCT).
2. The EVCT is available to use free of charge for community organisations registered with TPC Community Transport for their registered community groups.
3. A Community group is any group of residents using the facilities and spaces of partner community venues in Tidenham Parish.
4. A Partner Community Organisation (PCO) can sign up with TPCct for the use of the EVCT by entering into an agreement with TPCct.

### TERMS AND CONDITIONS

5. These Terms and Conditions form the basis of the agreement with the TPCct and include the following rules:
  - a. TPCct and each PCO keep an up-to-date Register of a minimum of two approved drivers for their organisation.
  - b. Registered drivers must be 25 years minimum age, and 77 years maximum age (drivers aged 71 – 77 will be named on the EVCT Insurance Policy) and hold a valid UK/EU Full driving licence valid for the duration of use and with no more than 6 penalty points. (Drivers with up to 6 penalty points will be named on the EVCT insurance policy.)
  - c. Registered drivers will be required to sign a form giving information required for the purposes of the vehicle's insurance and a copy of the driving licence must be provided to TPCct when registering. It will be the responsibility of each registered driver to notify TPCct of any changes in circumstances
  - d. Registered drivers will be required to provide a code generated through DVLA to allow TPCct to check driving licence information, including penalty points. [View or share your driving licence information - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
  - e. Registered Drivers will be required to undertake a familiarisation session with a TPCct representative.
  - f. A PCO may decide to require a DBS check for their registered drivers.
  - g. Each registered driver will have a unique identifier for the online booking system.
  - h. A PCO can make a booking for the use of the EVCT by using the online booking system.
  - i. The EVCT is based at the Sedbury and Beachley Village Hall (S&BVH) car park where the electric charger point is located.
  - j. The dedicated driver will collect the key to the EVCT from a safe key box inside S&BVH. The hall can be entered with a code lock, available once booking confirmed.
  - k. A checklist of the vehicle is to be completed by the registered driver before the vehicle is used.
  - l. The EVCT can be used for a maximum of 8 hours per day and remains parked at night at the SBVH car park.
  - m. The EVCT can not be used for more than 8 passengers excluding the driver.
  - n. The registered driver is responsible for completing a checklist after each trip. The completed checklist is to be posted in the letterbox located at the rear door of the S&BVH.
  - o. The EVCT should not be used for distances of more than 100 Miles (maximum) after which the vehicle needs to be recharged. If the EVCT needs to be charged on the day of use because the trip is longer than 100 miles, the PCO's registered driver will charge the vehicle at the PCO's expense.
  - p. The registered driver / PCO is responsible for the cost of replacing the vehicle key if lost.

- q. The use of the vehicle is free but it is anticipated that users might wish to make a donation for the use of the vehicle.
- r. The payment of such donations would take place through a deposit by the registered driver at a Post Office (paying in slip and envelope supplied) or online, bank details will be provided.
- s. Cancellation of a booking for the use of the EVCT need to be registered on the online booking system, not later than 48 hours before the actual agreed collection time. If a PCO fails to comply with this rule in three consecutive instances the PCO can no longer book the EVCT.
- t. The EVCT has Comprehensive insurance; in the event of a road accident the registered driver should inform the manager of TPCct immediately to arrange insurance formalities. Details of the vehicle's insurers will be available within the vehicle.
- u. The PCO or its registered driver is liable for any driving offences arising from the use of the vehicle including parking charges and speeding offences while the vehicle is in use for the PCO's group.
- v. The driver should ensure that all passengers use the vehicle seatbelts.
- w. The EVCT has a fire extinguisher and basic First Aid Kit on board. **In the event of an emergency, registered drivers should instruct passengers to vacate the vehicle immediately and call the emergency services.**
- x. In case of a breakdown the vehicle is registered with the RAC. Make sure it is parked in a safe place and call 0333 2000 999 giving the vehicle registration number CE24 UPG. The administrator or Clerk should be informed of the breakdown as soon as possible.
- y. No food or drink will be consumed whilst using the vehicle.
- z. For the period of use the PCO and its registered driver will look after the vehicle as if it was their own property and it will be their responsibility to ensure the vehicle is left at the end of the booking in a clean condition with all litter removed. Cleaning materials are available in the kitchen attached to the Sheila Bollen Room at S&BVH if required.

\*All information used in this agreement falls under the Tidenham Parish Council GDPR Policy.

I, .....representing .....PCO as a registered driver have read and agree to abide by the Terms and Conditions stated above.

Name PCO: \_\_\_\_\_ Date \_\_\_\_\_

Name registered driver: \_\_\_\_\_ Date \_\_\_\_\_

Registered Driver Unique Identifier Number: \_\_\_\_\_