

The mini bus must be returned no later than the agreed time. Should an unauthorised late return of a vehicle result in another group being unable to hire the vehicle at the time they booked, any resultant financial liability may be passed on to the first group. Wilfully keeping a vehicle beyond the booked time can be construed as taking the vehicle without the owner's consent. In such cases, Bowland High Academy Trust reserves the right to take any appropriate action to recover the vehicle. Bowland High Academy Trust reserves the right to levy an additional surcharge of £50 in the event of an unauthorised late return of a vehicle. Bowland High Academy Trust reserves the right to refuse hires from groups who are persistently late in returning vehicles.

A fuel card is available to enable the user to purchase fuel and oil for the bus.

Receipts for essential minor repairs incurred during a self-drive hire must be returned to the Bowland High Academy Trust office, together with the log sheet and vehicle keys. Failure to do so will result in these costs NOT being deducted from the hire cost.

Any accident or damage to the vehicle must be notified to Bowland High Academy Trust as soon as possible.

Engine damage resulting from the wrong type of fuel being used while on hire will be the responsibility of the hirer, who will have to pay the full repair costs.

In the event of a breakdown, the vehicle is insured through HSBC Insurance.

**QBE Helpline
and Breakdown Assistance**

0800 389 1708

**Policy Number:
7108973M**

For information /bookings please contact:

Helen Dakin
Applied Learning/Extended Services Co-ordinator
Bowland High
Grindleton
Clitheroe
Lancashire
BB7 4QS
Direct Line: 01200 449869
E-mail: hdakin@bowlandhigh.lancs.sch.uk



Extended Services Mini Bus



Conditions of Hire

***Our Aim:
To increase the learning and
extended service capacity of rural
schools by providing a mini bus for
joint use.***



Conditions of hire for: 15-Seater Diesel minibus (inc drivers seat) or 14 seater (inc drivers seat) with access for 1 wheelchair user.

We are delighted to be able to offer our Ford Transit Trend mini bus for hire by schools and organisations operating within the Community of Bowland High Academy Trust.

The hire of the bus is subject to a number of terms and conditions, detailed below.

Hirers should make all bookings formally using a **booking form**. This form is available from the school office, or can be downloaded from the school website www.bowland.lancsngfl.ac.uk.

The current hire rate is £1 per mile, (subject to annual review). Details of how this rate is calculated are available on our website. Schools/organisations will be invoiced for the hire, payment is requested by cheque please make cheques payable to "Bowland High Academy Trust". All accounts must be paid promptly. Any outstanding accounts must be paid upon receipt of invoice.

Bookings will be accepted subject to demand and availability. It is the responsibility of the hirer, not Bowland High Academy Trust, to ensure that bookings are made by authorised representatives only. The hirer is responsible for the payment of any hire, accepted in good faith by Bowland High Academy Trust.

Bowland High Academy Trust reserves the right to refuse bookings to any group whose account is overdue. Non-payment of accounts will result in loss of the right to hire.

The payment of charges for any particular hire will be the responsibility of the hirer.

Drivers and passengers are not allowed to smoke in the vehicle. To do so is against the law. Bowland High Academy Trust reserves the right to refuse hires from groups who breach this regulation.

The vehicle must be returned in a clean and tidy condition: all rubbish must be removed from the vehicle before the end of the hire. Failure to do so may result in a £50 surcharge being added to the hirer's account.

Bowland High Academy Trust reserves the right to ban a driver from driving the vehicle if there are reasonable grounds for believing that person knowingly failed to report any damage to, or accident involving, a vehicle whilst it was in their care (i.e. during a hire), or any other circumstances causing concern.

Should a group fail to turn up for a booked hire, or give less than 48 hours notice of cancelling their hire, Bowland High Academy Trust reserves the right to levy a charge of £50.

Should a group persistently cancel their bookings, Bowland High Academy Trust reserves the right to refuse any further bookings.

Bowland High Academy Trust reserves the right to reject, cancel or vary any booking if the purpose for which the vehicle is to be used is inconsistent with the aims, objectives or rules.

In the event of cancellation or change to a booking by Bowland High Academy Trust, no liability can be accepted for any loss, financial or otherwise, arising from our failure to provide a vehicle, and Bowland High Academy Trust cannot be held responsible for breach of contract in such circumstances.

All drivers must have a full, clean driving licence. The drivers licence must include Category B and D1 driving entitlement or full PCV driving entitlement. A photocopy of the drivers licence is required, once obtained the driver will be registered on the **Bowland High Academy Trust Register of Drivers**.

Should a driver provide false or inaccurate information at the time of registering with Bowland High Academy Trust, and insurance cover is consequently invalidated, Bowland High Academy Trust reserves the right to take legal action against the relevant parties.

Drivers must notify Bowland High Academy Trust of any changes in the circumstances relating to their driving licence (including changes in health) which occur after they have completed the **insurance form**.

Any fines during self-drive hires resulting from illegal parking (including misuse of a Blue Badge) will be passed onto, and are the responsibility of, the hirer. Bowland High Academy Trust reserves the right to make payment and then recover the amount from the hirer.

Any prosecution of a driver arising from the use of a Bowland High Academy Trust vehicle while on self-drive hire will be the responsibility of the hirer and/or driver. This includes any charges against a driver arising from vehicle defects.

Drivers must not drive whilst under the influence of drugs or alcohol. Drivers must not indulge in dangerous driving, or abuse the vehicle.

Drivers must inspect the vehicle before and after each hire, and note down any damage or fault on the **log sheet**.

The hirer is responsible for maintaining correct oil and water levels, and correct tyre pressures, during the period of the hire.

The hirer may be liable for the cost of replacing a tyre if it is damaged beyond repair due to kerbing, or being driven on whilst it is flat or punctured.