

# Flexibus – Meath Accessible Transport Project Ltd

## Terms & Conditions – Self Drive Contract

Name of Group: \_\_\_\_\_ Vehicle Reg: \_\_\_\_\_

Dates of self drive: From: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_

Please read Appendix 1 – Rules & Guidelines before you leave.

- Keys must be collected between 9am – 4.30pm Mon – Fri only.
- Rigorous Vehicle Checks must be completed before you use the bus and these must be reported immediately.
- Please check if bus has a full fuel tank before you leave.
- Tolls are not covered by Flexibus.

**\*N.B See Appendix 1 for further details on rules & guidelines**

### Contact Details:

Address: Unit 23 Mullaghboy Industrial Estate, Navan, Co. Meath  
Phone: 046 9074830 (8am – 5.30pm Mon – Fri )  
Text: 086 6027009 (8am – 5.30pm Mon – Fri )  
Emergencies: (Out of Hours)  
Miriam McKenna on 086-1744260

### Communication Protocol:

The sole point of contact for Flexibus shall be **Miriam McKenna**; Self Drive Contractors shall not contact any Flexibus personnel about their contract between the issue of their document and the date of award unless previously authorized to do so by Miriam McKenna.

### Terms of Contract:

The following are the Terms & Conditions for the use of our company vehicles. Failure to comply with these Terms & Conditions will be taken very seriously. While contracting a vehicle from Meath Accessible Transport Project Ltd the following conditions apply:

### Drivers License:

The driver – put forward by the community group must produce a full driving licence, **NO PHOTOCOPIES ACCEPTED**. Flexibus reserves the right to refuse contracting a vehicle to a person with endorsements on their licence or who, in their opinion, is unfit to drive or does not meet eligibility requirements. In such cases, your contract with us becomes void and we will have no further liability to the driver.

### Vehicle Booking:

Flexibus reserves the right to change vehicle originally requested depending on company demand. A vehicle of the same size will be supplied in this case, if a vehicle of the same size is not available, Flexibus will accommodate as much as is reasonably practicable.

### Inspection Checks:

Vehicle & Inspection checks **MUST** be carried out for every day that you have the Flexibus Vehicle before driving commences. This is a legal requirement. Please ensure that you have enough vehicle checks for your entire journey. Before leaving the Flexibus premises any damages noticed should be reported to Miriam McKenna 086 1744260 or the Office Staff.

### Diesel:

All Flexibus vehicles are Diesel vehicles. Diesel should be purchased in 'On The Run' garage on Trim road. If this is not suitable, please purchase diesel from any DCI approved filling station. Record fuel purchase in bus book and leave receipt with your sheets when you return. This is company policy.

**Insurance & Liability:**

Flexibus allows unlimited mileage (except with some types of vehicles in certain locations), collision damage waiver (unless caused by misuse), third party insurance cover & theft protection insurance. In some cases an excess charge is payable in the case of vehicles being returned damaged.

**Third party damages shall be covered under Flexibus vehicle insurance.** Insurance does not cover damages to tyres /wheels, punctures, windscreens, interior of the vehicle, contents of the vehicle in the event of theft, undercarriage, wing mirrors and coded keys (whether lost or locked in vehicle). Flexibus vehicles are not covered under insurance when driving on unmade roads or bad road conditions.

**Mechanical Difficulties & Accidents:**

In the case of a breakdown or mechanical difficulties, you must immediately call Miriam McKenna 086-1744260. Authority to obtain repairs or replacement bus must be given by Miriam. If you are involved in an accident under the Self Hire contract both the Gáda Siochana & Flexibus manager **MUST** be informed, even if there is no damage excess. Keep copies of any relevant documentation you are given.

**Health & Safety:**

Under the Self Drive Flexibus company contracts *ALL* drivers must adhere to the company Health & Safety policy – non compliance will be taken very seriously. See book on vehicle for all policies and procedures.

**It is the policy of Flexibus – Meath Accessible Transport Project Ltd in so far as is reasonably practicable, to seek and provide safe and healthy working conditions for all employees and volunteers and to enlist the active support of employees clients and contractors in achieving such conditions.**

**Flexibus is committed to implementing standards of health, safety and welfare that comply with the provisions and requirements of the *Safety, Health and Welfare at Work Act*, and all other relevant statutory provisions and codes of practice.**

**Returning Vehicle:**

When you return the vehicle to Flexibus please make sure that you have fully completed all vehicle checks required, and any damages or maintenance needed is reported to the manager. This may mean that you avoid charges being invoiced to your community group for damage that you did not know about. All buses must also be returned with a FULL fuel tank. Liters must be recorded in the bus book and driver must sign book.

**I have read and understand my obligations to Meath Accessible Transport Ltd. (Flexibus) and adhere to all of the above.**

**Signature:** \_\_\_\_\_ **Group:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Number:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Miriam McKenna, Manager**



## **Appendix 1:**

### **Flexibus Rules & Guidelines:**

1. All self drivers must attend a Self Drive training course, without this training you will **not be permitted** to drive our vehicles. These courses run on an annual basis – please contact the office for dates of next training course or if you have another driver that you want to use the service.
2. You must have completed the required Driver CPC modules for your licence and carry your licence at all times as a legal requirement. If you need to complete any CPC modules please let our office know and we can arrange training.
3. Keys must be collected between 9am – 4.30pm Mon – Fri only, if you do not arrange for keys to be collected at this time bus will not be able to take bus on a Self Drive.
4. Rigorous Vehicle Checks must be completed **before and after** you use the bus, if you notice anything wrong with your bus please report to management immediately, and arrange for an alternative bus to be taken out. If there is a fault reported that bus must not go out on a service.
5. In case of an emergency you must call Garda Síochána & Flexibus manager Miriam McKenna – 087 1774260 immediately.
6. If you open and use the First Aid kit on the bus, you must write a report on why you are using this and return it to front office. **An incident form MUST be completed.**
7. Please check if bus has a full fuel tank before you leave, if the fuel tank is not full this must be reported to the front office and recorded before use.
8. All our buses are **DIESEL.**
9. Tolls are not covered by Flexibus. Therefore you must pay at the toll or if using the M50 you must pay by 8pm the next day – otherwise you will be charged the fine by Flexibus.
10. **It is illegal to use a mobile phone** while driving, therefore you **must** assign someone else to take calls while you are driving, or pull to the side of the road. Please ensure that if you decide to stop, that you are safely off the road. You are not allowed to stop on the motorway. Flexibus will not take any responsibility for any accidents if you do not follow this procedure.
11. Outside hours, keys must be put into post box unless other arrangements are put in place.
12. Provider sheets must be filled out and male and female passengers should be recorded and returned with the vehicle check sheet and signed contract.
13. Buses must always be cleaned & washed after every service and left ready for the next service and seatbelts clicked into place and left closed.
14. Bus clean includes floors swept, washed and brushed.
15. Each bus will have a “Bus Book”, you must enter Drivers name, Start/Finish time of Service, Mileage, Fuel.

#### **Note:**

A breach of any of the above can disqualify you to use our Self Drive service.

## **The Management of Flexibus**



# Flexibus – Meath Accessible Transport.



## VEHICLE PRE START-UP CHECK

**MAKE:** \_\_\_\_\_ **REG NO:** \_\_\_\_\_ **METER READING:** \_\_\_\_\_

### DRIVERS DAILY CHECK

#### Under the bonnet

- |   |  |
|---|--|
| <input type="checkbox"/> ENGINE OIL LEVEL       | <input type="checkbox"/> COOLANT LEVEL                           |
| <input type="checkbox"/> POWER STEERING OIL     | <input type="checkbox"/> VISUAL INSPECTION OF ENGINE COMPARTMENT |
| <input type="checkbox"/> BRAKE FLUID LEVEL      |  |
| <input type="checkbox"/> WINDSCREEN WASHER TANK |  |

#### Lights and Alarms

- |  |  |
|--|--|
| <input type="checkbox"/> HEAD & DIP LIGHTS   | <input type="checkbox"/> INTERIOR & STEP LIGHTS          |
| <input type="checkbox"/> SIDE LIGHTS         | <input type="checkbox"/> DASH LIGHTS                     |
| <input type="checkbox"/> NUMBER PLATE LIGHTS | <input type="checkbox"/> HORN                            |
| <input type="checkbox"/> INDICATORS          | <input type="checkbox"/> REVERSING ALARM                 |
| <input type="checkbox"/> REVERSING LIGHTS    | <input type="checkbox"/> BUZZER ON BACK DOOR OPERATIONAL |
| <input type="checkbox"/> BRAKE LIGHTS        |  |
| <input type="checkbox"/> FOG LIGHTS          |  |

#### Exterior

- |  |  |
|--|--|
| <input type="checkbox"/> TAX IN DATE                     | <input type="checkbox"/> INSPECT TYRES FOR WEAR/DAMAGE |
| <input type="checkbox"/> INSURANCE IN DATE               | <input type="checkbox"/> CHECK OPERATION ALL DOORS     |
| <input type="checkbox"/> VISUAL INSPECTION ALL BODY WORK | <input type="checkbox"/> CHECK ALL DOORS ARE UNLOCKED  |

#### Interior

- |   |  |
|---|--|
| <input type="checkbox"/> MAKE SURE ALL SEATS ARE SECURE     | <input type="checkbox"/> WIPERS & WASHER               |
| <input type="checkbox"/> CHECK OPERATION ALL SEAT BELTS     | <input type="checkbox"/> VEHICLE CLEAN AND TIDY INSIDE |
| <input type="checkbox"/> CHECK OPERATION LIFT (if required) | <input type="checkbox"/> PAPERWORK COMPLETED           |
| <input type="checkbox"/> OPERATION OF ALL WINDOWS           |  |
| <input type="checkbox"/> SERVICE & HAND BRAKE               |  |

#### EMERGENCY KIT INSPECTION.

- |  |   |
|--|---|
| <input type="checkbox"/> 1 FIRST AID KIT | <input type="checkbox"/> 1 FIRE EXTINGUISHER        |
| <input type="checkbox"/> 1 UMBRELLA      | <input type="checkbox"/> 2 TRIANGLES                |
| <input type="checkbox"/> 1 TORCH         | <input type="checkbox"/> 1 EMERGENCY PROCEDURE CARD |
| <input type="checkbox"/> 1 SPILL KIT     | <input type="checkbox"/> 1 HI-VIS VEST              |

RECORD ALL FAULTS AND OTHER REPAIRS REQUIRED

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**DRIVERS NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



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RECORD ALL FAULTS AND OTHER REPAIRS REQUIRED

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**DRIVERS NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_