

# Keyworth & District Community Concern

Registered Charity Number 1166637

## Keyworth Community Bus

16 Roseland Close  
Keyworth  
Nottingham  
NG12 5LQ

07881 836 221

kdcc.minibus@gmail.com

Thank you for your interest in using our community buses.

One of the KDCC Charity objectives is ..... *to provide a community transport service for the inhabitants of Keyworth and the surrounding area who are in need of such a service because of age, sickness, or disability (mental or physical) or poverty, or because of lack of availability of adequate and safe public passenger services.* If you are a local community group and meet the objectives of KDCC you could be eligible to make use of our minibus service, and we hope that existing users continue with us in the future.

The Regulations & Insurance cover under which we operate the buses do not permit us to make a profit. However we are able to ask for reimbursement of our running costs and we will advise you of the sum that we would wish to receive for the mileage that is covered on any journey. Our rates from July 1st 2023 are £1.15 per mile for the first 40 miles and 85p per mile after that, all inclusive of fuel.

The same rules apply to those groups to whom we loan our buses ..... you cannot make a profit from passengers using our buses but you can ask them for a contribution to meet your costs of borrowing our bus. Passengers need to be a member of your group, you cannot use our buses to pick up the general public.

We must observe specific rules on licences for those driving our buses. Drivers must have a full driving licence but don't need D1 category until they reach 70 when they have to undertake a medical check and re-apply for a D1 licence. All driving must be on a voluntary basis and drivers must not have driving as a specific responsibility on any job description they hold. Before driving a KDCC minibus, drivers must successfully undertake a familiarisation and safety assessment session with the KDCC Bus Manager. A photocopy of their licence will need to be provided before the assessment and a DVLA driving licence check code which will need to be provided 12 monthly after that. Our insurers require a declaration from drivers of any accidents, losses or damages or convictions in any vehicle.

Our buses can take 16 passengers and are wheelchair accessible. They have comprehensive insurance and as is usual, there is an excess on claims for which KDCC is liable. Should you have an accident whilst driving our buses, we will not normally pass this excess charge on to you, but will cover this ourselves.

However there are circumstances when we may require you to pay this excess and indeed any uninsured costs to KDCC, and this is when inappropriate or unsanctioned use of our buses is reported. Examples of these circumstances could include the following actions:

- Deliberate damage to our bus by the driver or passengers
- Damaged incurred when the driver was under the influence of drink or drugs or an illness that should have been disclosed to the DVLA
- Use of a driver who had not been authorised by KDCC
- Undertaking a journey that had not been authorised by KDCC  
e.g. use by anyone other than the group to whom the bus has been specifically loaned
- Taking the vehicle over ground unsuitable for driving a minibus
- Leaving the vehicle unsecured with subsequent loss or damage
- Any other unreasonable actions by the driver that resulted in our insurers not paying out for a claim

The driver is also liable for any penalties incurred due to road traffic offences e.g. speeding.

**If the driver is a volunteer supplied by KDCC then the group borrowing the bus is not liable for any inappropriate actions by that driver.**

We cannot recall any instances in the past when the above circumstances have occurred so we don't wish to worry you. However I am sure you will agree that it is right that we make you aware of our insurance limitations.

We need to have a strong link between ourselves and your organisation so that it is clear that when your Group is using one of our buses, you are doing so under the terms of our KDCC Minibus Permit. We would therefore like to invite your Group to apply to be a Member of KDCC so that you can borrow our buses.

This does not involve any financial or organisational change on your part, we would simply request that you complete the attached reply slip and in doing so confirm your support of KDCC's charity objectives and your Group's agreement to becoming a member of KDCC. Completed reply slips should be returned to me by email or post (see addresses above). Your representative will be invited to member meetings and we would especially like your support when we schedule our AGM. We will then be able to list your organisation as a member of our Charity, and for the benefit of the authorities, we will carry in each bus a list of all Member Groups entitled to use the minibuses under our S19 Permit

If you wish to discuss this request further please contact me.

Best wishes.

Eddie Pettipher. (Bus Manager)

# APPLICATION FOR MEMBERSHIP OF KEYWORTH & DISTRICT COMMUNITY CONCERN (KDCC)

Registered Charity Number 1166637

Date: .....

On behalf of..... (*Group name*)  
Which is a local Community Group, I would like to apply for us to become a member of  
Keyworth & District Community Concern (KDCC). As a member we indicate that we are  
interested in furthering the purpose of that charity and we will support it in good faith.

I acknowledge receipt of the letter that accompanied this application form and accept the  
conditions laid out in it with regards to borrowing the Keyworth Community Bus.

## Data Protection agreement:

I confirm that the contact details for the member of our Group who is responsible for bus issues  
are as below. Note your details will be stored securely in accordance with our Charity's latest  
Data Protection Policy. If you stop being the responsible person for your membership, we ask  
you to inform us, and we will then remove your details from our records and update with the  
new contact details.

On acceptance by the Trustees we will email you to confirm membership and your further  
agreement for us to hold the personal details provided below under our Data Protection Policy.

*Name*

*Address*

*Phone*

*E-mail*

*Signature:*