



MINIBUS HIRE POLICY

It is essential that the following guidelines are adhered to:

1. It is the responsibility of the driver of the rental minibus to ensure that the vehicle is safe and secure whilst in use.
2. You are liable for all payments of charges, fees and costs arising from any congestion charge, bus lane penalties, speeding fines, road traffic offence or parking offence involving the vehicle. This includes costs from the vehicle being clamped, seized or towed away and any charges or costs (or failure to pay) of the appropriate organisation if and when they ask for these payments and any administration costs.
3. No smoking is allowed in the minibus at any time .This is **illegal**.
4. Please drive safely. Do not drive aggressively or hurl abuse at other drivers. Please remember that when in the (**HDYCA**) minibus that our name is emblazoned down the side of the vehicle.
5. The minibus is not permitted to be driven outside the United Kingdom.
6. The driver must be aged 21 and over and hold a valid driving licence showing categories D1.
7. We will require the name of the person driving the minibus and also evidence of the driving licence which a copy will be required for our records. Further ID will be required such as a passport or a utility bill.
8. A £250 deposit is required as an excess fee.
9. If you are involved in an incident or accident, make sure you obtain the name and address, vehicle registration number and insurance details of the other party. The deposit will not be returned in the event of an accident.

10. Ensure the seat belts are fastened and worn correctly at all times during the journey. The driver is legally responsible for ensuring that all passengers are wearing seat belts correctly and securely prior to departing for travel.
11. The driver is responsible for making sure that the minibus is clean and all litter is removed before returning the vehicle back.
12. The vehicle must be returned in the same condition as when collected.
13. The minibus must be returned back within the agreed date and time otherwise a late charge cost of £10 per hour will incur.
14. The minibus must be returned back with the same level of fuel prior to departure upon collection.

Cancellation Policy:

All cancellations should be made to the Halesowen/Dudley Yemeni Community Association within 24 hours' notice before collecting. We will accept a phone call or letters only. Any cancellation without notice will result in the loss of the deposit.

Failure to comply with the above policy and guidelines will result in the non-return of the paid deposit.

I have read and understood the above policies and agree to comply with at all times during the hire agreement from the HDYCA.

Name: Signed.....

Date.....