



## Falkirk Council

### APPLICATION FOR USE OF A COMMUNITY EDUCATION MINI BUS

Sections A and B to be completed by the applicant and the driver respectively. Section C to be completed by the appropriate Community Education Officer.

#### SECTION A

Club/Group/Organisation: .....

Date and Time of Uplift: .....

Date and Time of Return: .....

Number in Party (Ref. Rule 6(ii)) .....

Nature of Outing/Destination: .....

I agree to instruct the leader of the party that no alcohol can be taken on to or consumed in the mini bus.

Signature of Person in Charge: .....

Address: .....

Date: ..... Tel. No. (Home) ..... Tel. No. (Work) .....

Have you completed a Department of Transport Form: YES/NO

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#### SECTION B

To be completed by the Driver of the mini bus who must be an employee, full time or part time, paid or voluntary, of Falkirk Council have held a full current UK driving licence **for at least 3 years and be 25 years of age or over. Voluntary drivers should also be free of convictions within the last 5 years.**

N.B. Before completing this section drivers should have read and understood the Policy and Rules overleaf and should have completed and submitted a Department of Transport Form.

1. Please state:

(a) Your Name: .....

(b) Address: .....

(c) Telephone Nos: Home: ..... Work: .....

(d) The number of years you have held a Licence: .....

2. Has any Court ordered a conviction to be endorsed on your Licence: .....

3. Do you undertake to be the sole driver of the mini bus during the period specified on this application? .....

If not give full signed details of other driver/s on separate sheet.

I agree to abide by the Policy and Rules given overleaf.

Signature of Driver: .....

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#### SECTION C

Application endorsed by: ..... (Community Education Officer)

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#### DETAILS OF CONFIRMATION

Application confirmed/refused by: ..... Date: .....

Vehicle Reg. No. .... Seating Capacity: ..... Tel. No. ....

Location: .....

**Please contact bus location prior to uplift.**

## FALKIRK COUNCIL MINI BUS POLICY AND RULES

1. Applications must be made in writing on the appropriate form to the following relevant Office:
  - (a) Community Education Unit, Abbots Road, Grangemouth (Tel. 01324 504585)
  - (b) Bonnybridge Community Education Centre, Bridge Street, Bonnybridge (Tel. 01324 503292)
2. Community Education Groups operating within the aegis of the Community Education Service will be eligible to use a mini bus providing they can comply within the driving qualification (see para. 5(i)).
3. Should a mini bus not be available to an applicant, Falkirk Council cannot be held responsible for the provision of an alternative vehicle.
4. Groups which have reasonable access to an alternative vehicle should not normally apply for a Council mini bus.
5. **DRIVERS MUST**
  - (i) Be employees, full-time or part-time or voluntary of Falkirk Council, have held a full current UK driving licence **for at least 3 years and be 25 years of age or over. Voluntary drivers should also be free of convictions within the last 5 years.**
  - (ii) Pick up and return the mini bus from the base where collected, or make suitable alternative arrangements.
  - (iii) Fill and return the Report Sheet with the keys.
  - (iv) Fill in the Log Book.
  - (v) Supply own **DIESEL** and oil.
  - (vi) Observe speed limits.
  - (vii) Check all tyre pressures, oil and water levels and familiarise oneself with the mechanism for changing the wheels.
  - (viii) Drive the mini bus at all times with due regard to the safety of the passengers.
  - (ix) Give every consideration to the maintenance of the mini bus and take every precaution to prevent any defacement of its bodywork. Any defacement caused to the mini bus while in the driver's charge must be recorded on the report sheet when returning the keys.
  - (x) Abide with the instructions in regard to the collection, use and return of the mini bus.
  - (xi) Remove all litter from the mini bus, sweep it out thoroughly and return it clean inside and out.
  - (xii) Report as soon as possible, any accident involving the mini bus to the Fleet Manager, Falkirk Council, Lorne Road, Larbert, telephone 01324 503311
6. **DRIVERS MUST NOT:**
  - (i) Consume any alcohol before or during a journey.
  - (ii) Exceed the stated seating capacity of the vehicle.
  - (iii) Carry passengers for hire or reward.
  - (iv) Give lifts, except in any emergency and where the seating capacity will not be exceeded.
  - (v) Carry goods, other than personal luggage.
7. Falkirk Council cannot accept liability for parking offences.
8. Groups not complying with the above policy and rules will forfeit future use -

**ALWAYS RETURN A MINI BUS CLEAN AND FULL OF DIESEL**