

Group User Policy

Vehicle use:

- The driver must be fully registered and up to date
- Vehicles are only to be used in relation to the Group activities
- Only the allocated driver(s) are permitted to drive
- Vehicles must be collected and returned at the agreed times
- Vehicle to be refuelled before being returned to BBF – DIESEL only

Failure to respect our user policies can result in refusal of further use

In case of accident, incident or vehicle damage:

- Any incident/accident must be reported to the office immediately **T: 020 8416 0733**
- Driver must attend the BBF office to discuss the details with the Co-ordinator bringing with them their driving licence and National Insurance Number
- Driver must complete a BBF Incident/Accident form
- An annual declaration must be completed, online DVLA licence check carried out and driver licence shown, even if this has only recently been done
- No further use permitted until the BBF Incident/Accident sheet has been completed and the driver has been to the BBF office
- The Group will be liable for £250 excess, alternative insurance excess or repair costs
- Where necessary, it will be suggested that the driver undertakes some form of recognised driver training at their own cost i.e. MiDAS: <http://www.midas-training.org.uk/>
- If further training is undertaken the driver must produce their record sheet for a copy to be kept in their BBF driver file
- Any monies due to BBF must be paid before any further bookings are accepted

Persistent damage to vehicles may result in the driver being refused access to BBF vehicles

Donations:

The Barbara Bus Fund is a registered charity and does not charge for the use of vehicles. However we do suggest that a donation is made each time you use a vehicle. This can be done by sending a cheque to the office or via our Just Giving page: <https://www.justgiving.com/bbf>