



Education Services

Policy: Transport – Use of Minibuses

Author: Andrew Sneddon
Service: Customer Services

Last Updated: August 2013

DATA LABEL – PUBLIC

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1. Role Of Vehicles

- 1.1 The minibus is recognised as an important means of carrying out programmes in schools and community centres. Vehicles have been supplied to a number of establishments for this reason. Some establishments have had vehicles gifted to them. Alternatively vehicles can be hired as required at a daily rate from West Lothian Council Fleet & Community Transport. These policy guidelines relate to all minibuses or other motor vehicles used by educational establishments.
- 1.2 In accordance with the policy of the Council any vehicle operated by a service unit must be placed in the control of the Fleet & Community Transport. This body will fully insure and maintain the vehicle and replace it at the end of its useful life. In return an annual leasing charge is made to the user or in the case of short-term hires a daily charge is made.
- 1.3 It requires to be understood that these vehicles may be used only in connection with activities directly related to the function of the establishment. With the approval of the head of establishment they may be lent to other educational or community organisations within the Council and voluntary, charitable and welfare groups for educational or recreational journeys for their members. **Private use is not permitted and this limitation applies equally to members of staff.**

2. Finance

- 2.1** Part of the annual leasing charge is normally met by Education Services and the balance is a charge on the establishment. In the case of schools and community centres their share of the leasing charge is debited to the establishment quarterly, and may be paid from their capitation allowances or other funds as desired. Other Community Education and Outdoor Education Centres have their share debited against the appropriate funds before these are allocated to the establishments.
- 2.2** The agreed leasing charge covers all maintenance and repairs, insurance, replacement of tyres and replacement of the vehicle. It does not cover fuel and oil costs, wheel changing due to roadside punctures, call outs to vehicles because of a failure on the part of the establishment (e.g. running out of fuel) or damage caused through misuse. First aid boxes and fire extinguishers are fitted to each vehicle and are intended only for use in a road emergency or accident.
- 2.3** Establishments may borrow a vehicle operated by another establishment or may hire one from Fleet and Community Transport. A daily administration charge of £25 will apply for each minibus loan. Standard rate VAT charges will apply to the administration charge for minibus loans by groups out with the council. Where there is a requirement to replace fuel this will be charged at £0.25 per mile.

3. Acquisition And Disposal

- 3.1** No vehicle may be acquired or accepted as a gift without the prior written approval of the Depute Chief Executive (Education, Planning and Area Services) and the Fleet & Community Transport Manager. Whenever such an event is contemplated contact should be made with Fleet & Community Transport to ensure that the vehicle is fit for the intended purpose.
- 3.2** If for any reason the establishment wishes to discontinue its lease of a vehicle written intimation must be sent to the Fleet & Community Transport Manager who will arrange for its collection.

4. Technical Arrangements

- 4.1** All mechanical work (except for the cases listed in Section 9 and in paragraphs 4.7 and 4.8 below) must be carried out under arrangements made by Fleet & Community Transport.
- 4.2** A programme of servicing and inspection is drawn up by Fleet & Community Transport for every vehicle and will be advised timeously to establishments.
- 4.3** Apart from the regular servicing rota, vehicles may require attention between examinations. In the event of garage attention being desired, the establishment should contact Fleet & Community Transport giving as much detail as possible of the fault and arrangements will be made to have it taken into the garage as quickly as possible.
- 4.4** On every occasion when a vehicle is taken to Fleet & Community Transport for attention, a defects sheet should be left by the driver at the reception point indicating any matters which it is felt require attention. Supplies of defects sheets are available from Fleet & Community Transport.

When taking a vehicle for attention it must be ensured that all loose items of equipment, etc., are removed since no responsibility can be accepted if they go missing. It is most important that a check of spare wheel, jack and wheel key is made when delivering and collecting the vehicle. These items must be on the vehicle when taken for routine servicing to permit checking for faults.

- 4.5** In no circumstances may the vehicle be used (apart from delivering it to the garage) before the completion of any maintenance work required by the Fleet & Community Transport or if there are any doubts as to the complete roadworthiness of the vehicle.

- 4.6 In addition to the major items of maintenance which will be the responsibility of Fleet & Community Transport, establishments will require to ensure that routine maintenance is carried out as outlined in Section 9.
- 4.7 It is an offence under the Road Traffic Act for drivers to drive with windows, mirrors, lights or number plates obscured or dirty. These must be kept clean at all times.
- 4.8 Roof racks must be frequently checked for fixing. They must always be evenly loaded. The gross weight of the vehicle must not be exceeded at any time.
- 4.9 Where trailers are used the establishment must ensure that they conform to any regulations which relate to their construction and use according to the type of trailer and the use to which it is put. Advice should be sought from Fleet & Community Transport.

5. Emergency Arrangements

- 5.1 In the event of a breakdown it must first be ensured that the vehicle does not cause an obstruction and that the passengers are safe. On no account must the vehicle be left (locked or unlocked) on the roadside unless a positive arrangement is made with Fleet & Community Transport regarding its recovery and clear instructions have been given.
- 5.2 If a breakdown or accident occurs the appropriate point of contact is:

Day and Time	Within the West Lothian Council area	Elsewhere
Monday to Thursday from 8.30 am to 4.30 pm Tuesday to Thursday from 10.00 pm to 8.30 am Friday from 8.30 am to 3.30 pm	Telephone 01506 777831	Telephone 01506 777831
At any other time	Telephone 01506 652285	FTA Recovery Service 0800 581710 Quote membership no 51645

- 5.3 The above contact telephone numbers should be prominently displayed in the cab of every vehicle on a label available from Fleet & Community Transport.
- 5.4 When there is a vehicle failure, either through breakdown or accident, and children are being carried, the person in charge must advise his/her head of establishment or other nominated person by telephone immediately. It may be necessary for the head of establishment to make arrangements for alternative transport and advise the person in charge of how best to proceed with the journey or return home. The head of establishment must inform Fleet & Community Transport as soon as possible to enable arrangements to be made for recovery of the vehicle. In cases of accident, the head of establishment should similarly advise a member of the Education Services Senior Management Team immediately of the details, particularly where there have been any injuries and if so the whereabouts of the casualties. **Persons in charge of vehicles should be aware of how contact with heads of establishments or their designated representatives can be achieved outwith normal hours.**

6. Administration

- 6.1 The head of the establishment is fully responsible for all use made of any vehicle attached to it or hired by it and must ensure that it is safely and efficiently used by approved personnel only. It is recommended that a specific member of staff should be designated as being responsible to the head of establishment for the day to day supervision of the vehicle and ensuring that daily maintenance is undertaken.

In the case of vehicles used jointly by two or more establishments, the main responsibility for the supervision of the vehicle will rest with the head of the establishment at which the vehicle is normally kept; items 1-7 and 10-12 of Section 9 will, however, be the responsibility of the school using the vehicle on each day.

- 6.2 The head of establishment is responsible at all times for the custody of the vehicle both when in and out of use and a clear arrangement should be in force for the safe keeping of the keys when not in use.
- 6.3 No display material, lettering, slogans or other embellishments should be displayed on the vehicle other than those applied by Fleet & Community Transport.
- 6.4 Whenever a vehicle is left unattended, either at its base or when on a journey, all doors must be locked and the ignition key removed. Only in very exceptional circumstances should the driver leave passengers in the vehicle unsupervised since incidents have been recorded of significant damage being caused by passengers interfering with the controls.

Driving Authorisation

- 6.5 An "Application for Loan of Minibus" form (attached as Appendix 1) must be used at all times.
- 6.6 **Only persons holding a valid driving licence and the West Lothian Council driving permit may be allowed to drive any vehicle. If a vehicle is being loaned to another organisation the driver collecting the vehicle must be asked by the member of staff in possession of the vehicle's key to show his/her driving licence and permit card before being allowed to take it. The member of staff in possession of the vehicle's key must check the driver's driving permit and driving licence on every occasion that the vehicle is used, and record the result on the "Application for Loan of Minibus" form. Endorsements on a driving license will not affect the validity of a driving permit.**
- 6.7 Drivers who had entitlement to drive cars prior to 1 January 1997 - shown as group A (B for automatics) on an old style green or pink licence or as category B and D1 not for hire or reward on a pink and green or photocard licence can drive a minibus provided they are 21 or over, the minibus has a maximum of 17 seats including the driver's seat and is not being used for hire or reward. They will accordingly be entitled to drive a minibus once they are in possession of a West Lothian Council driving permit.
- 6.8 New drivers who passed their car test (category B) on or after 1 January 1997 must apply to the DVLA, Swansea to undertake the relevant Department of Transport training and pass the test before they can obtain a West Lothian Council driving permit.
- 6.9 Requests for testing potential drivers should be made to Fleet & Community Transport on the prescribed form, signed by the head of establishment; for persons out with establishments they should be submitted through the establishment from which the vehicle is expected to be borrowed so that the latter is aware of the probability of requests being made for its use. All applicants are required to pay £15 as a contribution towards the cost of the test which must accompany the application. Testing will be carried out at a mutually convenient time by a Department of Transport qualified person. Application forms may be obtained from Fleet & Community Transport.
- 6.10 Council driving permits are valid for 5 years and **must** be renewed when they expire.
- 6.11 Driving permits will normally be void after the holder attains the age of 70 years. Only in exceptional cases will consideration be given to extending them beyond that point.

Record Documents

- 6.13** The head of establishment has full responsibility for monitoring the use of any vehicle attached to that establishment or hired by it. Log sheets should be completed for each journey including journeys in hired vehicles and submitted to the head of establishment or his designated representative periodically (at least monthly). The purpose as well as the destination and mileage of all journeys must be indicated.
- 6.14** Tachographs are fitted to all vehicles and discs must be inserted daily. For journeys within the UK, the vehicle number, the date and the odometer reading at the time of insertion should be entered on the centre of the disc and the final odometer reading added when the disc is removed. Any vehicle offered for hire by Fleet & Community Transport which has no serviceable tachograph should be refused. From May 2006 vehicles will be fitted with Digital Tachographs and drivers will require Smart Cards to operate the Tachos in these buses.
- 6.15** For journeys to and within other EEC countries, tachograph/ driver cards discs require to be maintained and used for each driver of the vehicle in accordance with the details provided by the Traffic Commissioner's Office. Advice based on the rules in force at the time of the journey must be sought from Fleet & Community Transport (see para 6.19).
- 6.16** Completed discs/smart cards should be carefully retained submitted and downloaded at the end of each month to the head of establishment along with the log sheets. Replacement discs may be obtained from Fleet & Community Transport.

Accident Reporting

- 6.17** All incidents involving damage to vehicles or injury to passengers, no matter how minor, must be fully reported on the appropriate form to the Fleet & Community Transport within twenty-four hours of the event. Accident report forms can be obtained from Fleet & Community Transport. In the event of damage to the vehicle it should be taken, if possible to Fleet & Community Transport.
- 6.18** Neither at the time of the accident nor subsequently should any person involved make statements to other parties or sign documents relating to it. All correspondence or subsequent dealings will be handled by the Fleet & Community Transport Claims Officer.

Minibus Act

- 6.19** Council vehicles are licensed in terms of the Minibus Act 1977 and this removes the former legal difficulty of accepting money in respect of lending to outside organisations. It permits the lending of vehicles to organisations which are involved in the provision of education in all its aspects under the Education (Scotland) Act. This includes recognised youth and community organisations with which the Authority has a normal involvement. It does not permit the hire of vehicles by private individuals or groups (which includes staff using it for non educational purposes) or by otherwise approved groups for non educational purposes.
- 6.20** Care must be taken to ensure that:
- the road fund licence and Minibus Act registration disc are both properly displayed and mounted on the window;
 - the first aid box and fire extinguisher are intact;
 - the maximum number to be carried is marked on the vehicle and that number is not exceeded;
 - the exit doors are marked and must be readily accessible to passengers;
 - trailers must not be drawn unless all passengers have access to an exit (emergency or otherwise) on the near-side of the vehicle.

6.21 Where a vehicle is lent to an outside body, Education Services has determined that a charge, as agreed from time to time, should be made to all users, and users shall in addition be responsible for the cost of fuel used. The only exceptions to raising charges are:

- authority primary, special and nursery schools may continue to come to local arrangements with the lending establishment;
- groups directly conveying the house-bound or handicapped;
- groups consisting mainly of old age pensioners;
- at the discretion of Community Centre Management Committees operating vehicles, groups for the unemployed and disadvantaged.

6.22 When a loan is being arranged, the borrower must complete a Vehicle Loan Application form in triplicate. The first copy will be completed and signed by the establishment indicating the charge to be made and given back to the applicant confirming the lease and the conditions. The second copy should be forwarded to the Finance, Civic Centre, when the journey has been completed. Accounts for the amounts due will be rendered from Finance and establishments credited with their share of the income. Even when a vehicle is being loaned without a charge to non-authority bodies the forms should be completed so that the users are fully aware of the conditions of the loan. Vehicle Loan Application forms are available in establishments and may be reordered by contacting the Customer Services Manager, Education Services.

Overseas Journeys

6.23 Establishments planning journeys outwith the UK must ensure that full details are submitted in writing to Fleet & Community Transport not less than eight weeks before the journey giving details of itinerary, departure and return arrangements, registration number of vehicle, names of drivers (including details of driving experience) and number of passengers. Details of the itinerary should be passed to Fleet & Community Transport in order that suitable arrangements can be made for servicing of the vehicle prior to the departure date. In certain cases Fleet & Community Transport will recommend the carrying of additional spares or even modifications to the vehicle and these may require to be carried out at the operating establishment's expense. For journeys to and within other EEC countries, tachographs must be used and discs require to be maintained for each driver. Establishments must seek advice from Fleet & Community Transport on the rules in force at the time of the planned journey.

Borrowed Vehicles

6.24 It is becoming increasingly the case that establishments are being offered the use of vehicles by outside bodies. While this additional facility is to be welcomed, no vehicle may be accepted without prior approval of Fleet & Community Transport.

Insurance

6.25 Drivers are covered by the Council's insurance so long as they are operating in accordance with the requirements of this Policy. However, it must be pointed out that their cover can be seriously impaired or removed in cases such as the following:

- driving with undisclosed endorsements on their driving licences;
- using the vehicle for private purposes;
- failing to wear seat belts

7. Drivers' Responsibilities

7.1 The responsibility they have undertaken must be impressed at all times on the drivers of vehicles; **statutory speed limits**, road behaviour, motorway rules etc. must all be observed absolutely and any cases of parties arriving back from journeys in an unexpectedly short time should be investigated by the head of establishment. Overloading must never be permitted even for short journeys. Every passenger must have a seat and a seat belt. **The Council's no smoking policy in Council vehicles must be strictly observed at all times.**

7.2 When vehicles are involved in journeys which will extend over four hours in any one day legislation lays down limitations on the hours of employment of a driver. The penalties for contravention are severe - see Section 10.

As a matter of Council policy the maximum speed at which a minibus may be driven is 50 mph. **Lower statutory speed limits will of course apply where they are in force.** At all times however vehicles should be driven with regard to the circumstances of the road and traffic around them rather than the maximum permitted speed.

7.3 When drawing trailers drivers should be aware that it is an offence to use the right hand or off side lane of a three or four lane motorway where all lanes are in operation.

7.4 European Community Regulations (EEC 543/69) prescribe drivers' hours, minimum age and qualifications for passenger vehicles constructed and equipped to carry ten or more persons including the driver on international journeys. Phone Fleet & Community Transport (Tel 01506 777840) for advice on the rules in force at the time of the planned journey.

7.5 Consideration must be given especially when undertaking long journeys or journeys through isolated areas to the possibility of breakdown and the party being left on the roadside for long periods. In such cases it must be seen before departure that the passengers' footwear and clothing would be adequate in the event of such circumstances arising. Before such journeys it is essential that the driver ensures personally that the checks listed in Section 9 have been satisfactorily carried out.

7.6 Consideration must be given to the adequacy of adult supervision on long trips where a full load of young people is being carried; in these circumstances the driver's attention must of necessity be concentrated on driving and it is therefore important to ensure either that the party is mature and well-disciplined enough to guarantee their behaviour or alternatively that at least one other adult is present to supervise them.

7.7 Particular attention must be paid to the arrangements for returning young people to their home if they return from excursions at a late hour in the evening. Normally young people should return to their starting point after an excursion and it is only in the situation described above that they would be taken directly home. In all cases if they are not being returned to the starting point they should be left only at places from which they can easily reach their home in safety either by walking or by taking some other immediately available form of transport.

7.8 Seat belts for drivers and front seat passengers must by law be worn and it is a Council requirement that other passengers also use the seat belts provided. Recent Court decisions have demonstrated that failure to use a seat belt is taken as a contributory factor in any actions arising from injuries received in accidents and awards have been greatly reduced as a result.

8. Conclusion

8.1 The arrangements outlined in this Policy are intended to safeguard the necessary interests of establishments and to provide a uniform procedure for operating all vehicles. It is hoped that they will in no way discourage the use of vehicles but rather that they will facilitate their use in practical ways, protect the staff and pupils using them and allow the greatest benefit to all.

8.2 In view of the importance of safe and proper operations, all drivers should be required to read this document and it is recommended that a copy be available in a central point for their reference at any time.

8.3 **West Lothian Council**

Fleet & Community Transport
Nairn Road
Deans Industrial Estate
LIVINGSTON EH54 8AY
01506-777800

Education Services
West Lothian Civic Centre
Howden South Road
Livingston EH54 6FF
01506 281255

9. Standard Routine Maintenance Of Vehicles

Daily

- Cooling systems - check water level of radiator and top up if necessary (anti freeze will be added by the garage at appropriate servicing times).
- Oil - check level and top up if necessary (oil can be obtained from any Transport depot if desired on a recharge basis).
- Tyres - check pressures and examine for visible damage or foreign bodies.
- Lights - check all lights (including trafficators).
- Before each journey check that spare wheel is in the vehicle and ready for use and that tool kit, first aid kit and fire extinguishers are in position and intact.
- Check cleanliness of windows, mirrors, lights and registration plates.
- Wheels - check nuts for tightness.

Weekly (or every 500 miles if sooner)

- Battery - check terminals for tightness and top up as necessary.
- Hydraulic reservoirs - check and top up, if necessary, only with the correct type of hydraulic fluid. If a top up is necessary between routine service intervals, Contact Fleet & Community Transport to have the hydraulic system examined for leakage.

As Required

- Cleanliness - maintain exterior and interior of coach-work and fittings in a clean condition.
- Report all defects to the member of staff in charge of the vehicle immediately they become apparent.
- Report to Fleet & Community Transport any accidental damage to the vehicle no matter how minor.

10. Limitations On Drivers' Hours

- 10.1. These rules apply for passenger carrying vehicles both to journeys wholly within the UK and to journeys between the UK and another EEC Country (Belgium, Denmark, France, Germany, Greece, Irish Republic, Italy, Luxembourg or the Netherlands).

Driving Limits

- 10.2. **Daily Driving Limit** - 9 hours (which may be extended to 10 hours twice a week) between 2 consecutive daily rest periods.
- 10.3. **Continuous Driving Limit** – 4.5 hours, after which a break of not less than 45minutes must be taken. This can be replaced by a break of 15 mins followed by a break of at least 30mins distributed over the 4.5 hours.
- 10.4. During a break, a driver must neither drive nor be in attendance at work. If a vehicle is manned by two drivers, either of them may take a break while on the vehicle but must not do any work during the break period.
- 10.5. Any driving period interrupted by breaks which do not satisfy the above requirements is regarded as continuous.
- 10.6. **Weekly Driving Limit** - 56 hours in one week, subject to a limit of 90 hours in any two consecutive weeks.

Rest Periods

- 10.7. **Daily Rest Period** - the daily rest period must be taken outside the vehicle.

If there is one driver, the daily rest period is 11 consecutive hours during the 24 hour period immediately preceding any moment of driving or attendance at work, or at least 9 hrs 3 times between weekly rest periods. There is no requirement to compensate.

- 10.8. **Weekly Rest Period** – Weekly Rest is any period of at least 45 hours where the driver can freely dispose of his time.

Transport by Ferryboat or Train

- 10.9. When a vehicle is transported by ferryboat or train, the daily rest period may be interrupted once so that part may be taken on board the ferryboat or train and part elsewhere. The period of interruption must be as short as possible and must not exceed one hour before the embarkation or disembarkation process, customs formalities being included in that process. During both portions of the rest period, the crew member must have access to a bunk or couchette. When so interrupted, the daily rest period must be increased by 2 hours. Time spent on a ferryboat or train which is not treated as daily rest may be regarded as a break.

Emergencies

- 10.10. Provided that road safety is not endangered, departures from the limits on daily and weekly driving time and the daily rest requirement is permissible in the event of danger or circumstances beyond the crew member's control, in order to give assistance or following a breakdown. A crew member may do this only to the extent that is necessary to ensure the safety of his passengers or the vehicle and to enable him to reach a suitable stopping place or the end of the journey. A note of the occurrence and the reason why the requirements were disregarded must be made by the crew member on the back of his tachograph record chart.

10.11 Penalties

A fine of up to £200 may be incurred for an offence against the above rules. This applies both to the driver and anyone whose instructions he was following. The law protects from conviction a driver who has broken the rules through unavoidable delay in the completion of a journey arising out of unforeseeable circumstances, and also an employer if the driver is engaged in other driving jobs which he could not have known about.

Definitions Of Terms Used

10.12 "Crew member" means the driver, driver's mate and conductor defined as follows:-

"driver": any person who drives the vehicle even for a short period, or who is carried in the vehicle in order to be available for driving if necessary.

"driver's mate": any person accompanying the driver of a vehicle in order to assist them in certain manoeuvres and habitually taking an effective part in the transport operations, but not being a driver.

"conductor": any person who accompanies the driver of a vehicle used for the carriage of passengers and has the particular duty of issuing and checking tickets.

"Daily Rest Period" means any uninterrupted period of at least 11 hours during which the crew member may freely dispose of his time and is entirely free to move about as he pleases.

"Driving" means being at the driving controls of a vehicle for the purpose of controlling its movement whether it is in motion or is stationary with the engine running.

"International Journey" means a journey to or from another State, including the part of the journey within the United Kingdom.

"Week" means a period of 7 consecutive days.



Application for Loan of Minibus

NAME OF LENDING ESTABLISHMENT

This form must be used whenever a minibus is borrowed in accordance with the Education Services Transport - Use of Minibuses policy.

NAME OF BORROWING ORGANISATION:

NAME OF INDIVIDUAL BORROWER IN CHARGE OF VEHICLE FOR PERIOD OF LOAN: NAME OF PERSON TO WHOM INVOICE SHOULD BE SENT:

ADDRESS

POSTCODE

VEHICLE REQUIRED:

FROM: DAY DATE TIME TO: DAY DATE TIME

REASON FOR USE AND DESTINATION:

Table with 4 columns: NAME(S) OF DRIVERS, PERMIT NO(S), EXPIRY DATE, DRIVING LICENCE CHECKED

BORROWER'S DECLARATION: I undertake to conform to the regulations overleaf and to reimburse any costs arising out of misuse, vandalism or statutory fines in addition to the charge stated below.

SIGNED DATE

FOR OFFICIAL USE BY THE LENDING ESTABLISHMENT

It is agreed that, subject to availability, the use of vehicle number will be granted at a charge of £25 based on the conditions overleaf. (Standard rate VAT charges are applicable for hires made by groups outside the council.)

Requirement to replace fuel will be charged at £0.25 per mile.

AUTHORISED BY NAME DESIGNATION DATE

CONDITIONS OF AGREEMENT

The offer is made subject to availability of the vehicle at the time required. No responsibility can be accepted in the event of it being mechanically unfit for use or in other unavoidable circumstances.

No responsibility can be accepted for the consequences of mechanical breakdown while the vehicle is on loan.

The vehicle shall be driven only by persons holding current permits to drive issued by West Lothian Council.

The vehicle shall only be used for the purposed described in the application. Under no circumstances may it be used for private purposes or by the general public.

All vehicles carry an approved first aid kit and an approved fire extinguisher fitted behind glass pull-out panels. They are for use only in emergencies. If used during the load the cost of reinstatement will be charged to the borrower.

The maximum number of passengers to be carried is marked on the vehicle and shall not be exceeded. Each passenger shall occupy a seat and wear the seat-bet provided.

All emergency exits are marked and shall be readily accessible to passengers at all times.

No one shall obstruct any access, egress or gangway, or unnecessarily obstruct the driver or divert his attention from controlling the vehicle while it is being driven.

Windows shall be kept clear at all times.

No display material, lettering, slogans or other embellishments shall be placed on or displayed from the vehicle.

The fuel filler cap shall not be removed, nor the vehicle re-fuelled while the engine is running.

Highly inflammable or other dangerous substances shall not be carried.

Trailers shall not be drawn unless all passengers have access to an exit (emergency or otherwise) on the near-side of the vehicle.

Full details of any accident involving the vehicle must be reported to the lending establishment on return or, if the accident is serious, immediately.

If a mechanical failure occurs, the appropriate point of contact for roadside assistance shall be:

Day and Time	Within the West Lothian Council area	Elsewhere
Monday to Thursday from 8.30am to 4.30pm Tuesday to Thursday from 10.00pm to 8.30am Friday from 8.30am to 3.30pm	Telephone 01506 777825	Telephone 01506 777825
At any other time	Telephone 01506 656620	FTA Recovery Service 0800581710 Quote membership no 51645

The borrower shall be responsible for fuel used during the period of loan and the vehicle shall be returned with the same level of fuel as at the commencement of the loan.

The borrower shall ensure that all drivers are aware of these conditions and be satisfied that they will be observed.

The borrower shall ensure that the following checks are made while the vehicle is on loan:

Daily Engine - fuel, oil and water levels
Tyres - tread, damage and correct pressure
Visual check of bodywork and lights for damage

Weekly Hydraulic reservoirs - check and top-up if necessary **ensuring use of the correct type of fluid**
Wheels - check wheel nuts for tightness
Battery - check terminals for tightness and electrolyte level
Cleanliness - wash vehicle

Customers with Special Requirements

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف **01506 280000**

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ **01506 280000**

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：**01506 280000**

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੇੜੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਸ਼ੁੱਧ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : **01506 280000**

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمپیوٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
براؤمرہائی انٹرپرائزنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر **01506 280000** پر رابطہ قائم کریں۔

Informacje te mogą być przelozzone na jezyk Braille'a, dostepne na tasmie magnetofonowej lub wydane duzym drukiem oraz przetlumaczone na jezyki mniejszosci narodowych.

Prosimy o kontakt z Uslugami Tlumaczeniowymi pod numerem **01506 280000**
