

HIGHWORTH AND DISTRICT LIONS – DRIVER AGREEMENT



GENERAL POINTS:

1. The agreement applies to ALL drivers and ALL Lions motor vehicles.
2. Note that non-compliance has the potential to invalidate vehicle insurance, result in personal liability and possible litigation.
3. Authorisation to use the Motor vehicles is at the Lions' sole discretion and may be withdrawn at any time without prior warning nor explanation required.
4. This Agreement extends to cover all reasonable instructions both verbal and written issued by authorised Lions members or their representatives in relation to usage of the motor vehicles.
5. Drivers are advised to retain a copy for your information.

ELIGIBILITY TO DRIVE:

1. Drivers are required to provide proof of their eligibility to drive the vehicle(s) for the intended purpose. This will include appropriate DVLA licence checks, access to the DVLA Licence details online, and any additional checks/criteria as deemed appropriate by the Lions (for example to meet insurance conditions).
2. Driver eligibility checks will be conducted regularly, e.g. annually at the Lions discretion.
3. Details of driver requirements the evidence to be supplied will be communicated to drivers at the application/renewal stage.
4. Driver notes will be held for the duration of the driver's term.
5. Drivers may at any time ask to be removed from the list of authorised drivers and that their details be deleted from our systems.
6. Prior to driving the vehicle(s) Drivers **MUST** inform the Lions of any change in their circumstances that impact or may impact upon on their ability to meet the necessary criteria.

DRIVING THE VEHICLE:

1. **PRE-USAGE PERMIT 19 CHECKS:**
 - a) It is a **legal requirement** that drivers **MUST** complete and sign the Permit 19 checklist **before** to taking the vehicle out.
 - b) Existing bodywork and/or window damage does not need to be recorded every time provided it has been noted in a previous entry. Make a note to say you have checked.
 - c) Fault/issue reporting (see section below)
2. **FAULT REPORTING:**
 - a) **Minor Issues:** Drivers are permitted to use their discretion in deciding if it is safe to continue the session. Note by doing so drivers assume personal responsibility.
 - b) **Major Issues** (i.e. Those affecting road safety): Drivers **MUST** cease the session immediately and (if necessary) arrange recovery of the vehicle and any passengers.
 - c) **Reporting:** ALL issues **MUST** be reported to the Lions as soon as practicable to do so (see ANNEX ONE for Reporting contacts).
3. **LEGAL COMPLIANCE:** Drivers are responsible for ensuring that their usage and operation of the vehicle is in accordance with all legal requirements (e.g. transporting minors, parking regulations etc) and will be personally liable for any fines or other action resulting from infringement of such.

4. **LOG BOOK:** Drivers MUST complete the relevant sections of the drivers log book both prior to taking the vehicle out and upon its return.
5. **FUEL:**
- d) Drivers MUST ensure that there is adequate fuel for the intended usage and on NO ACCOUNT must the vehicle be allowed to run out of fuel.
 - e) Whilst we do not charge for use of the vehicles users are expected to either replace the fuel used or to make a donation to cover the cost of the fuel used.
 - f) When returning the vehicle please ensure there is at least a quarter of a tank of fuel remaining. In the unlikely event this is not possible communicate this to the Lions immediately.
 - g) **IMPORTANT: Mis-fuelling:** Should mis-fuelling occur (e.g. putting petrol in the diesel tank):
 - i. the vehicle **MUST NOT BE STARTED AT ALL**, not even to move it away from the pump.
 - ii. If necessary, arrange with the garage to have it pushed to a safe location otherwise **leave it at the pump**.
 - iii. Arrange for an emergency callout of a mis-fuelling specialist (the garage should have a list).
 - iv. Please note that Failure to adhere to this procedure may cause **significant damage** to the engine's Fuel system resulting in the driver being barred from further usage and pursued for the cost of repairs.
6. **FUEL CARD: (Lions members only unless by prior arrangement)**
- a) Can be used for standard fuel only (e.g. not for Shell "V-Power")
 - b) Lions Drivers are reminded to use the authorised Fuel card and **not** to pay for fuel themselves (unless in exceptional unavoidable circumstances).
 - c) Fuel Cards are located in the Key locker in the shop and must be returned with the keys **immediately** after use.
 - d) Note that Fuel cards are specific to each vehicle. Ensure that you have the correct card for the vehicle being used.
 - e) Fuel card receipts are to be filed in the folder at the back of the driver logbook.
7. **PARKING:**
See Parking Instructions Annex.
8. **CLEANING:**
- a) **Responsibility:** It is the driver's responsibly to ensure that the vehicle is left clean and tidy at the end of each session. A dust pan and brush are located in the cab to aid in this cleaning
 - b) **Food & Drink:** Drivers are reminded that these items are **not** permitted to be consumed in the vehicle.
 - c) **Interior Wet Cleaning:** If you need to wash the any part of the interior then utmost care must be taken to ensure that no damage occurs to the interior and that it is left as dry as practicable after cleaning. Please let the lions know especially if cleaning may impact on other users e.g. the seating being left damp.
 - d) **Exterior Cleaning:** Feel free to clean the exterior of the vehicle taking care not to damage any part of it. **DO NOT clean the underside of the vehicle nor the engine bay.**
 - e) **Windscreen:** Please remove any marks from the interior of the windscreen left by items that you have affixed to or rested on it.
9. **RETURNING THE KEYS**
Must be done **immediately** after usage. See the Parking Instructions document annex

10. BREAKDOWN

- a) Details of the breakdown service phone number are inside the back cover of the driver logbook and in an Annex to this document.
- b) If you are unsure what action to take then have the vehicle recovered to the Lions yard and we will take it from there.
- c) **Puncture:** It is NOT recommended that drivers change a tyre themselves however If you wish to (and accept full responsibility for doing so) then the jack and wheel brace are located behind a panel in the driver's footwall and the spare wheel is under the rear of the vehicle. The spare is lowered by means of a bolt in the floor above.

SIGNATORIES

DRIVER	AUTHORISED ON BEHALF OF THE LIONS
NAME (Print):	NAME (Print):
<hr/>	
TELEPHONE:	
<hr/>	
EMAIL:	
<hr/>	
SIGNATURE:	SIGNATURE:
<hr/>	
DATE:	DATE:
<hr/>	

ANNEX ONE: CONTACTS AND OTHER USEFUL INFORMATION

CONTACTS

Transport Lead (Approval of new usage & Bookings)	Transport Support (incl Fault / Maintenance issues)
Norman Little	Stephen (Steve) Johnston
Email: Transport@highworthlions.co.uk	Email: Transport@highworthlions.co.uk
WhatsApp/Text: 07841802920	WhatsApp/Text: 07890008915

Lions Charity Shop:

23 Newburgh Pl, Highworth, Swindon SN6 7DN
Tel: 01793 766800

BREAKDOWN RECOVERY: 0800 3891708

(24/7 via voicemail):

MINIBUS DIMENSIONS:

- Height: 2394mm (2.4m)
- Length: 5680mm (5.68m) (Wheelbase 3750mm / 3.75m)
- Width: 1974mm (1.98m)

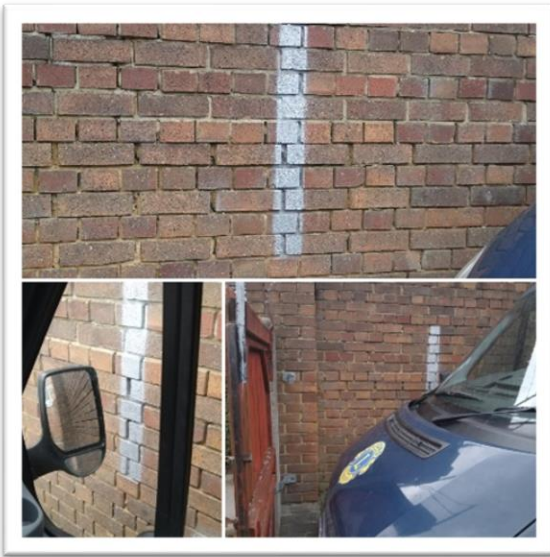
LUTON VAN 3.5T DIMENSIONS (Approximately)

- Height: 3300mm (3.3m) **It will NOT fit under Whitehouse Bridge in Swindon!**
- Length: 6700mm (6.7m) (Wheelbase 4000mm / 4m)
- Width: 2200mm (2.2m)

ANNEX TWO: MINIBUS – PARKING (AND RETURN OF KEYS) INSTUCTIONS

REVERSE the vehicle into the yard.

- Facing outwards.** The vehicle is usually taken out during times when there are people moving around that car park area and it is much safer to drive out forwards.
- Close to the brick wall** to enable shop staff unrestricted access to garage and an escape route.
- Close to the yard gates** thus ensuring adequate safe working space to the rear of the vehicle for staff access to the bins and escape route



← Visual Aid to Parking

The vehicle should be parked with the driver's door mirror level with the mark on the brick wall as shown. This will ensure maximum space behind the vehicle minimising risk to shop staff by providing them with unhindered access to the yard and escape route. When exiting the Minibus you must visually check to ensure it is parked as close to the yard gate and brick wall as practicable. It must not be further back than the mirror alignment marking on the wall indicates.



UNABLE TO ACCESS YARD?





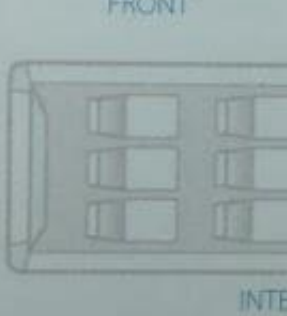

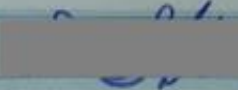
In the unlikely event that you are unable to access the yard and have you been unsuccessful in having the obstruction removed then the vehicle may be parked nearby provided:

- It is a safe location that complies with any parking restrictions bearing in mind that it may be parked there for several days.
- You let the Lions know asap where it has been parked providing clear details of its location.

RETURNING THE KEYS – This must be done IMMEDIATELY unless by prior arrangement.

- During Shop opening hours:** the keys must be **handed to the staff in the shop in person**. Under no circumstances should the vehicle keys be left unattended.
- When the Shop closed:** the keys should be placed in an envelope for security (see vehicle glove box) and posted through the shop letterbox. If no envelope can be found then post the keys bare and let a Lions contact know that more envelopes are required.

ANNEX 3: MINIBUS - PERMIT 19 CHECKLIST EXAMPLE

MINIBUS PRE JOURNEY SAFETY CHECKLIST		
CHECK CARRIED OUT BY NAME <u>S. JOHNSON</u>		
JOURNEY FROM <u>N/A (TEST)</u>	TO	DATE <u>5 / 8 / 24</u>
CHECKLIST	PASS ✓ FAIL X	MARK ANY DEFECTS OR PROBLEMS
BODY DAMAGE / CUTS / BULGES	<input checked="" type="checkbox"/> <input type="checkbox"/>	
BRAKES / BRAKE FLUID	<input checked="" type="checkbox"/> <input type="checkbox"/>	
FUEL / FLUID LEVELS	<input checked="" type="checkbox"/> <input type="checkbox"/>	
DASHBOARD WARNING LIGHTS	<input checked="" type="checkbox"/> <input type="checkbox"/>	
DOOR / LOCK OPERATION	<input checked="" type="checkbox"/> <input type="checkbox"/>	
EXTERIOR / INTERIOR MIRRORS	<input checked="" type="checkbox"/> <input type="checkbox"/>	
SEAT BELTS IN GOOD ORDER	<input checked="" type="checkbox"/> <input type="checkbox"/>	
LIGHTS / INDICATORS / HORN	<input checked="" type="checkbox"/> <input type="checkbox"/>	
LIFT / RAMP (IF APPLICABLE)	<input type="checkbox"/> <input type="checkbox"/> X	
ROOF RACK / TRAILER SECURE	<input type="checkbox"/> <input type="checkbox"/> X	
TYRE PRESSURE	<input checked="" type="checkbox"/> <input type="checkbox"/>	
WINDOWS / WINDSCREEN	<input checked="" type="checkbox"/> <input type="checkbox"/>	
WIPER BLADES / WASHERS	<input checked="" type="checkbox"/> <input type="checkbox"/>	
WHEEL BRACE & JACK <u>N/A</u>	<input type="checkbox"/> <input type="checkbox"/> X	
FIRST AID KIT / FIRE EXTINGUISHER	<input checked="" type="checkbox"/> <input type="checkbox"/>	
TYRE TREAD RECORD (3mm RECOMMENDED)		
FRONT NEAR SIDE (PASSENGER SIDE)	<input checked="" type="checkbox"/> <input type="checkbox"/>	
FRONT OFF SIDE (DRIVER SIDE)	<input checked="" type="checkbox"/> <input type="checkbox"/>	
REAR NEAR SIDE (PASSENGER SIDE)	<input checked="" type="checkbox"/> <input type="checkbox"/>	
REAR OFF SIDE (DRIVER SIDE)	<input checked="" type="checkbox"/> <input type="checkbox"/>	
PROBLEM(S) RECTIFIED YES <input type="checkbox"/> NO <input type="checkbox"/>		ISSUES REPORTED TO: <u>STEVE JOHNSON</u>
NOTES / ISSUES <u>ALL MARKED ARE ALREADY KNOWN TO LIONS</u>		
SIGNATURE 		transport@highworthlions.co.uk