



Liverpool Community Transport
14 Grundy Street
Liverpool L9 5SG
Tel: 0151 207 5400
Fax: 0151 207 5401

Reg Company no 1766436

Reg charity no515736

Play Away
c/o The Secretary
Eshton Grange
Gargrave
Skipton
North Yorkshire
Tel: 01756 749334
Fax: 01756 749962
Reg Company no 5098573

Reg charity no 1105377

Dear Group,

We would like to take the opportunity to set out some ground rules concerning the use of our minibuses for your group during your stay.

The driver of the minibus must be aged 25 or over and carry a D1 license OR have passed their driving test before 1997.

Drivers must produce/fax their license at least two weeks prior, before use of the vehicle (s). If you have a card license we also require the counterpart (Paper).

Drivers are responsible for the vehicle at all times, including daily checks and reporting any defects to staff. In regard to trailer use, you as the driver must ensure that the trailer is connected correctly and the laden weight limit is adhered to.

You must make yourself aware of the legal responsibility of a mini bus driver. Information can be found on the VOSA website here www.VOSA.gov.uk

Charges start from 60p per mile for the buses, (this includes insurance).

On collection of the minibuses fuel is provided, you must return it with the same amount of fuel.

If any of the buses are returned and the inside is not cleaned you will be charged an extra £20 for an internal valet on each bus.

A trailer is provided for transporting luggage, you must use this. Information is available on the VOSA website regarding the correct and legal use of trailers.

www.dft.gov.uk/vosa/repository/Quick%20guide%20to%20towing%20small%20trailers.pdf

You will be shown how to hitch the trailer by either a member of L.C.T. or Play Away staff.

Please contact if you require further information.

Yours Sincerely,

Tommy Crofton, Manager, Liverpool Community Transport