

# Liverpool Community Transport

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



Liverpool Community Transport  
14 Grundy Street  
Liverpool L9 5SG  
Tel: 0151 207 5400  
Fax: 0151 207 5401  
Reg Company no 1766436  
Reg charity no 515736

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 January 1997.

Drivers must produce their license before use of the vehicle. You must generate a DVLA license check code\* online and present it with your license.

\*You need your license and national insurance number to generate a code.

Do not check this code yourself, give it to a member of play away staff.

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 also have a D1E on your license).

You must make yourself aware of the legal responsibility of a mini bus driver. Information can be found on the DVSA website here: [www.DVSA.gov.uk](http://www.DVSA.gov.uk)

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

You must return the vehicle 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 DVSA website regarding the correct and legal use of trailers. 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.