Wychavon Youth Bus – Terms of hire & conditions of usage

- The bus is legally owned, registered and insured by Wychavon District Council
- The bus has public liability insurance in place alongside a current MOT and service schedule
- Staff operating the bus are employed by Wychavon District Council or Worcestershire County Council unless otherwise agreed
- The driver of the vehicle has either a PSV/HGV licence or has conducted sufficient certificated training to operate the vehicle
- The bus is not a passenger vehicle and resulting can only be used to transport a driver and up to six members of staff/volunteers or persons involved in sessional delivery
- A minimum of two members of staff will be provided unless other arrangements are agreed in advance
- Maximum capacity of the bus at any one time is 30 people
- All young people must sign in (name, DOB and postcode) when entering the bus for health & safety reasons
- All volunteers/parents or agencies must make themselves aware to staff and also sign in if onboard
- User data will be used for monitoring purposes and will not be disclosed to any third parties
- Feedback forms completed by young people, residents and volunteers will be used for service monitoring and customer service improvements. This may be used within reports and media publications although specific user information will not be made public.
- The bus sessions are suited for 11-17 year olds unless otherwise agreed
- People using the bus must behave in a safe and responsible manner and not cause harm to themselves or others.
- Any damages or losses to the vehicle including equipment will be responsible to those hiring the bus
- Sufficient parking must be allowed when the bus is in use – the bus is a 57 seater single tier coach
- If onsite parking cannot be provided the nearest suitable location will be used
- Site visits can be agreed in advance
- Hire costs of the bus range from £50-£200 depending on location
- Length of sessions are approx up to 2 hours depending on booking requirements and fees
- All sessional arrangements and fees must be agreed in advance
- Payment must be made to Wychavon District Council either in advance or up to 28 days after the booking if an invoice needs to be raised
- No photography should take place on the bus unless parental consent forms have been signed and copies presented either in advance or at the time to the youth bus staff.
- The Youth Bus has a full risk assessment in place and this is reviewed every six months, copies of this are available on request.
- If agencies are hiring or running activities on the bus a separate risk assessment must be submitted in advance
- If the bus is unable to make a visit cancellations will be notified of as soon as possible.
- Cancellations may occur as a result of - staff becoming unavailable, in emergencies, if the bus is not roadworthy or if the weather conditions do not permit safe usage of the vehicle or if there is any risk or concern to young people, staff or the vehicle during a session.
- Wychavon District Council has the right to withdraw provision at any time if events occur that deem it necessary.
- If bus usage remains low (less than 6 individuals) during taster sessions then provision may be cancelled unless local funding is sought or volunteers are able to ensure numbers will increase
- Where cancellations have occurred when Wychavon is responsible and a visit cannot be made this will be rescheduled unless there are sufficient reasons otherwise.
- Any alternative staffing arrangements for sessions must be agreed in advance by the Community Safety Manager.
- Any cancellations made by the hiring party must be notified of within 24 hours prior to the visit. If a cancellation is made at the time of arrival 20% of the hire charge must still be paid.

Contact information

David Hemming, Community Safety Manager, Strategy & Communications, Wychavon District Council, Civic Centre, Pershore, WR10 1PT, 01386 565301 david.hemming@wychavon.gov.uk

Robin Mace, Spa Youth Zone/Mobile Youth Bus Manager, Spa Youth Zone, 28 High Street, Droitwich Spa spa-youthzone@llive.co.uk, 01905 775233, 0777 3031205

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