



**Application No.**

**GMS Membership Application Form**

Please complete **all** questions and attach the relevant documents. We cannot accept incomplete applications. Please also read and sign the GMS Membership Charter (reverse). If you have any questions, please contact GMS on 0800 389 0046 or e-mail office@glosminibusscheme.co.uk.

**Contact details**

Name of Organisation: .....

Contact Person: ..... Position: .....

Address: .....

..... Postcode: .....

Tel: ..... Fax: .....

E-mail: .....

**Not for profit status**

Main activity of organisation: .....

Is the organisation a registered charity?  Yes, the charity no. is: .....  No

Is this a Gloucestershire County Council organisation?  Yes  No

Is the organisation a school or college?  Yes  No

**Organisations that are NOT schools or colleges must supply a constitution to confirm their status as not for profit. If your organisation doesn't have a constitution, please contact GMS at Transport 21 on 0800 389 0046 and we can offer you advice and a draft constitution outline.**

Was the organisation formally established in the last 3 months?  Yes  No

**Organisations must supply a copy of their account records to confirm their status as not for profit. Recently established organisations are exempt from this requirement.**

**Your GMS membership**

We have (a) minibus(es) or people carrier(s) that we wish to lend through GMS:  Yes  No

**Organisations wanting to lend their vehicle(s) must complete the Vehicle Application Form.**

We would like to borrow minibuses through GMS:  Yes  No

**All member organisations, including lenders, may request to borrow a minibus through GMS at any time. We are interested to know which organisations are joining with the intention of borrowing.**

How often do you anticipate borrowing minibuses through GMS? .....

How often are you hoping to lend your minibus through GMS (if applicable)? .....

**We're interested in people's expectations of using GMS. Please provide an estimate of your expectations.**

**Data Protection Act 1998:**  
This information is collected for the administration of the Gloucestershire Minibus Scheme (GMS). When a minibus is loaned, contact details for the borrower and lender will be provided to each party in order to arrange collection and drop off of the minibus and keys. If you have any questions, please contact GMS on 0800 389 0046.

**Occasionally Transport 21 may wish to send you information about events and its sustainable development work in Gloucestershire. Please tick if you do NOT wish to receive this information.**

## **GMS Membership Charter**

“We” refers to the organisation applying for GMS membership.

1. We will familiarise ourselves with the requirements and procedures for minibus usage through GMS, as detailed in the GMS Membership Guide of which we have received a copy.
2. We agree to abide by those requirements and procedures at all times during our membership of the GMS scheme.

### **When borrowing a minibus through GMS:**

3. We will provide GMS with full details of our intended journey as specified on the Loan Request Form. We will make every attempt to notify GMS of this information at least 14 days prior to our planned journey.
4. When a booking has been arranged verbally, GMS will send us a Loan Confirmation Agreement. We will complete, sign and return the confirmation slip on this Loan Confirmation Agreement to GMS promptly.
5. We are aware that our driver or other nominated member of our organisation will need to complete and sign the Vehicle Condition Form with the lender when collecting the vehicle.
6. We will ensure that vehicles are collected from and returned to the lender as agreed. If we find that we no longer require a vehicle as agreed, we will notify GMS at the earliest possible opportunity. If there is a change of plan shortly before vehicle collection, we will also notify the lender directly. Unreasonably late cancellations, i.e. within 24 hours of the loan, may incur a charge.
7. We are responsible for ensuring that a driver is provided for our trip, either by nominating one of our own drivers or by requesting a volunteer driver through GMS. In either case, the driver must be registered on the GMS scheme and must have a valid MiDAS certificate.
8. If we are transporting disabled passengers, it is our responsibility to ensure a PATS trained person is travelling on the minibus.
9. It is our responsibility to purchase a Small Bus (Section 19) Permit for each vehicle we are using at any one time, and to ensure that it is on display at all times on the windscreen of the minibus we are borrowing.
10. If carrying children on a school-related trip, it is our responsibility to ensure School Bus signs are displayed in the front and rear of the vehicle.
11. We will encourage all of our members travelling on a minibus hired through GMS to take a responsible approach in support of the driver, irrespective of whether he or she is a member of our organisation.
12. We will treat all vehicles which belong to other organisations with respect. If we return the vehicle in an unreasonably unclean state or damaged due to our misuse of the vehicle, we will be responsible for the full costs of repair and/or cleaning.
13. We will inform the lender and GMS of any problems arising from our use of the vehicle, including breaking down, accidents, damage, disputes over vehicle condition and incidents relating to the vehicle where the lender may be contacted, e.g. involving traffic police, congestion charges or speed cameras.
14. If we have an accident or breakdown whilst using the borrowed vehicle, we will follow the written instructions from the lender regarding who to notify; these will be provided with the vehicle.
15. If we have an accident whilst using the borrowed vehicle, we will pay the lender's insurance excess or the full cost of repair, whichever is less.
16. We will promptly pay the invoice we receive from GMS for the loan, which will be dispatched after the loan takes place.
17. We will report any problems or grievances relating to the scheme to GMS.

18. We are aware of and accept arrangements regarding the lender organisation's responsibilities, outlined below in the GMS Membership Charter.

**When lending a minibus through GMS:**

19. We have fully completed, signed and returned a GMS Vehicle Application Form for each vehicle we want to loan.
20. Our vehicle(s) has fully comprehensive insurance with Minibus Sharing and we have supplied GMS with a photocopy of the insurance certificate.
21. Our vehicle(s) is legally and functionally roadworthy, with a valid tax disc and MOT certificate. We have supplied GMS with a photocopy of the MOT certificate.
22. Our vehicle(s) has breakdown cover. We have supplied GMS with photocopy and contact details for this policy.
23. We will not attempt to loan our vehicle through GMS if there are any changes (including expiration) to our insurance, breakdown cover or any other legal implications for drivers without notifying GMS and supplying photocopies of any replacement documentation.
24. We will notify GMS of any changes in the availability of vehicles we have registered to the scheme.
25. When a booking has been arranged verbally, GMS will send us a Loan Confirmation Agreement. We will complete, sign and return the confirmation slip on this Loan Confirmation Agreement to GMS promptly.
26. We will ensure that vehicles are available for collection and received back from the borrower as agreed. If we find that we are unable to lend our vehicle(s) as agreed, we will notify GMS at the earliest possible opportunity. If there is a problem shortly before vehicle collection, we will also notify the borrower directly.
27. We are aware that we will need to complete and sign the Vehicle Condition Form with the driver (and borrower, where different) when the vehicle is collected.
28. We will provide minibuses to borrowers with a full tank of fuel.
29. We will invoice GMS promptly following the loan for the appropriate charge in line with costs detailed in the GMS Membership Guide.
30. We will report any problems or grievances relating to the scheme to GMS.
31. We are aware of and accept arrangements regarding the borrower organisation's responsibilities, outlined above in the GMS Membership Charter.

**Please note:**

- **Members and minibuses will be accepted onto the scheme at the discretion of GMS.**
- **GMS reserves the right to terminate membership if a member acts in breach of any of the standards laid out in the GMS Membership Charter.**
- **GMS does not guarantee the roadworthiness of vehicles in the scheme.**
- **GMS will endeavour to fulfil loan requests from members who give at least 14 days notice. However, GMS does not guarantee that a vehicle and/or volunteer driver will be found for your journey.**
- **GMS will endeavour to assist members with MiDAS driver training through certified training providers.**
- **GMS will endeavour to assist all members with the management and/or use of minibuses through the scheme when requested.**

## Declaration

As an authorised representative of the above named Organisation, I have read and fully understand the requirements of this GMS Membership Charter.

We therefore agree to abide by these criteria in full while participating as a member of the Gloucestershire Minibus Scheme and accept that our continued membership is subject to the observance of these criteria. If we have any reason to doubt our ability to observe these criteria, we will notify GMS immediately.

Organisation: .....

Name of Representative: .....

Position within Organisation: .....

Signature of Representative: ..... Date: .....

## Documentation checklist

Please remember to include the following:

- Photocopy of constitution (unless a school or college)
- Photocopy of latest accounts or financial statement (unless organisation was formally established within the past 3 months)
- Completed Driver Application Form including photocopies of both parts of driver's licence, if applicable (if you would like to receive free MiDAS or PATS training)

If you want to lend your vehicle:

- Completed Vehicle Application Form
- Valid MOT certificate photocopy
- Minibus insurance (fully comprehensive cover with Minibus Sharing) photocopy
- Breakdown cover policy photocopy
- Recent service history photocopies (latest annual service, recent safety checks, recent tail lift check if minibus has a tail lift)

Please return forms by fax (01453 767771) or post (GMS, 17 George Street, Stroud, Glos. GL5 3DP)