

Upon return, the vehicle lender needs to refer to the **Vehicle Condition and Features Form** and **Driver Walk Round Checklist Form** to check that the vehicle has been returned in a similar condition to when the vehicle was collected.

Upon return, the vehicle lender then returns the **Driver Walk Round Checklist Form** to WAVeSS for processing of the journey invoice.

If the lender is unhappy with the condition their vehicle has been returned in, WAVeSS should be informed immediately. If the lender and borrower are unable to come to an agreement, WAVeSS will do its best to find a satisfactory solution. The **Vehicle Condition and Features Form** and **Driver Walk Round Checklist Form** will be key in solving any disputes.

### Breakdowns, accidents and damage

WAVeSS provides lenders with a disc for their vehicle windscreen. This disc will give the borrower information on who to call in the event of an accident or breakdown.

✦ If damage is caused to the vehicle as a result of an accident, the borrower must pay the lenders' insurance excess or the full cost of repairs, whichever is less. If a successful insurance claim is made against a third party, this could later be refunded to the borrower.

✦ If the vehicle is damaged through borrower misuse, the borrower is liable for the full repair costs. If the vehicle is returned to the lender in an unclean state which cannot be reasonably attributed to road conditions or similar, the borrower must pay for full cleaning costs.



# WAVeSS

Wiltshire All Vehicle Sharing Scheme



## Membership Guide

Wiltshire All Vehicle Sharing Scheme (WAVeSS)  
is a Community First project

**Community First**  
Wyndhams, St. Joseph's Place, Devizes, SN10 1DD  
Tel: 01380 722475 Fax: 01380 728476  
[www.communityfirst.org.uk](http://www.communityfirst.org.uk)  
Registered Charity No: 288117.  
Company Limited by Guarantee Reg. No: 1757334 England



## Contacts

### WAVeSS (at Community First)

**Co-ordinator:** Liam Tatton-Bennett  
**Administrator:** Sheila Martin

WAVeSS c/o Community First 'Wyndhams' St. Joseph's Place Devizes SN10 1DD	Tel: 01380 722475 Fax: 01380 728476 E-mail: <a href="mailto:transport@communityfirst.org.uk">transport@communityfirst.org.uk</a> Web: <a href="http://communityfirst.org.uk">communityfirst.org.uk</a>
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### MiDAS Training

For MiDAS training, please refer to the contact details below.

Liam Tatton-Bennett  
Community First (Devizes)  
01380 732816 Email: [transport@communityfirst.org.uk](mailto:transport@communityfirst.org.uk)

Or:

Tanya Raymond  
Swindon Dial-A-Ride (Swindon)  
01793 617828 Email: [transport@dialarideswindon.org.uk](mailto:transport@dialarideswindon.org.uk)

Or:

Wiltshire Council Fleet Support (Wiltshire wide)  
01225 718591

**As a rough guide, MiDAS training costs approximately £90 per driver. For details of a grant which is available to cover MiDAS training costs please contact: Carol Southall at Community First on (01380) 732818 or E-mail [csouthall@communityfirst.org.uk](mailto:csouthall@communityfirst.org.uk)**

## Checklist before use

### Borrowers:

- ✦ **WAVeSS Booking Confirmation Form** has been received from WAVeSS and you have made arrangements with the vehicle lender for the pick up of the keys and vehicle and the drop off of keys, vehicle and **Driver Walk Round Checklist Form**. (n.b. you need to pass information about these arrangements to the Driver).
- ✦ The Driver (who is registered to WAVeSS) signs the **Vehicle Condition and Features Form** as completed by the Lender.
- ✦ The Driver fills in **Driver Walk-Round Checklist Form**
- ✦ If disabled passengers/passengers with mobility needs are carried; ensure either an Accessible MiDAS certified driver + a qualified passenger assistant is present (or a qualified passenger assistant present if no Accessible MiDAS certified driver available.)

If carrying school passengers/groups of children on a long journey, ensure that an additional adult travels with these children. (It is your responsibility to ensure that additional adults or passenger assistants are cleared to work with children and/or vulnerable adults).

### Lenders:

- ✦ **WAVeSS Booking Confirmation Form** has been received from WAVeSS and the borrower has contacted you to arrange the vehicle & key pick-up and drop-off of the vehicle, keys and **Driver Walk-Round Checklist Form**.
- ✦ **Vehicle Condition and Features Form** is brought to the handover by you, filled in by you and signed jointly with the driver. **Vehicle Condition and Features Form** is then retained by you and signed off when the borrower returns your vehicle.

### Returning a vehicle

Prior to collecting the vehicle, the borrower will have needed to have contacted the vehicle lender to make a convenient arrangement for dropping off the lender's keys, vehicle and **Driver Walk Round Checklist Form\*** and have conveyed this information to their driver. \*(This form is sent out directly to the Driver prior to the journey).

(i.e. either the borrower's 'own' driver or a WAVeSS pool driver if the borrower does not have their 'own' driver.) This form should be kept safely by the vehicle lender for reference.

Additionally, WAVeSS will provide WAVeSS drivers with a **Driver Walk-Round Checklist Form** which they will need to complete prior to setting off.

### Passenger assistants

If carrying disabled passengers or passengers with mobility needs, prior to setting off, borrowers should ensure that they are using either:

- 1) An accessible MiDAS certified driver AND a qualified passenger assistant
- or**
- 2) qualified passenger assistant if no Accessible MiDAS certified driver is available .

If carrying groups of children on a long journey then borrowers must ensure that an additional adult travels with these children. It is also recommended that borrowers make available an additional adult to travel on the vehicle if school passengers are being carried. Please note that it is the borrower's responsibility to ensure that Passenger Assistants have been cleared to work with children or vulnerable adults.

### Refuelling

Fuel replenishment needs to be arranged between the lender and the driver (i.e. either the borrower's 'own' driver or a WAVeSS pool driver). Lenders will be asked to supply their vehicles with a full tank of fuel and drivers will need to return vehicles with a full tank of fuel (paid for by vehicle borrowers). If the vehicle is not supplied with a full tank of fuel, the lender and driver may wish to negotiate a different arrangement for refuelling. In these cases the lender and the driver should state how they wish to do this **on the Vehicle Condition and Features Form**. (e.g. agreeing on the level of fuel in the tank beforehand).

The vehicle charges for WAVeSS journeys only covers the lenders' vehicle costs – fuel will not be included on the invoice. (Please see Section 3. Costs for more information about charges and billing).

## Welcome to WAVeSS

WAVeSS is a not-for-profit vehicle sharing scheme which has been set up to help community organisations in Wiltshire with affordable group transport. We provide a link between groups who own minibuses or people carriers and groups who don't but would like to use one:

Vehicle Borrowers can access minibuses or people carriers at a cheaper price than commercial rates

Vehicle Lenders receive payment towards vehicle running costs from borrowers

WAVeSS is funded by Wiltshire Council and the scheme is co-ordinated by Community First.

This booklet is split into four sections:

1. Joining and using WAVeSS
2. Requirements of the scheme
3. Costs
4. Practicalities of WAVeSS vehicle use

If you have any questions about the scheme after reading this booklet, please contact WAVeSS at Community First (see 'Contacts' for WAVeSS contact information.)

You can post, fax or e-mail us a completed **Brokerage Request Form**; alternatively, we can take your booking over the phone on (01380) 722475.

When we have booked the vehicle we will send the lender and borrower groups a WAVESS **Booking Confirmation Form**. This form specifies the booking details and provides contact details for all parties.

#### **If you are borrowing a vehicle:**

Unfortunately WAVESS cannot guarantee that a vehicle will be available for your trip. All the vehicles used in the scheme belong to community groups and not to WAVESS. However, we will do our best to find you a vehicle and we will let you know as soon as we can if the booking is not possible.

#### **If you do not have your own driver:**

When making your request for a WAVESS vehicle, we will ask you if you have your 'own' driver. If you require a driver, you can specify this when you request a WAVESS vehicle. The WAVESS scheme will try to source you a pool driver; however securing a pool driver **cannot** be guaranteed. Generally speaking, for non-statutory community organisations efforts will be made to source a volunteer driver. Likewise for statutory organisations or for regular commitments for non-statutory community organisations, paid drivers will normally be sourced.

#### **Collecting a vehicle**

When the WAVESS **Booking Confirmation Form** is sent out to the borrower and lender, contact details for all parties are provided. On receipt of this form, the borrower must contact the lender to arrange collection of the keys and vehicle and later drop-off of the keys, vehicle **and Driver Walk-Round Checklist Form** and pass this information to their driver. (If the borrower is using a driver who is not a member of their organisation but is instead registered as a 'pool driver' with the WAVESS scheme the borrower will to contact this driver to explain the collection (and later drop-off) arrangements of the lender's keys and vehicle).

When the vehicle is collected, the vehicle lender and driver need to agree on the condition of the vehicle to avoid any later disputes. WAVESS will provide the vehicle lender with a **Vehicle Condition and Features Form** which should be completed by the lender and signed by the lender and the driver



## Invoicing

Promptly after the WAVeSS journey, the lender organisation should send us a **copy** of the **Driver Walk-Round Checklist Form**. This form should have been received by the vehicle lender as per prior arrangements which need to be made by the vehicle borrower with the vehicle lender regarding vehicle/key collection and drop-off. (The **Driver Walk-Round Checklist Form** includes vehicle mileage etc. and is sent directly to the Driver prior to the journey).

On receipt of this form, WAVeSS will contact the lender to confirm the vehicle charge incurred on the journey in question.

Based on this form, WAVeSS will then invoice borrowers at the end of each month. This will consist of the vehicle charge, relevant admin fees (see Administration fees for an explanation) and any driver costs (if a driver from outside the borrower organisation was used). WAVeSS will pass on the driver payments to drivers, if applicable.

**Total cost to borrowers = Vehicle charge + relevant Administration fees (+ Driver costs\*\* if applicable)** *\*\*No driver costs will be charged (or paid) if driver used from within borrowing organisation.*

On receipt of payment from borrowers, WAVeSS will then pay the costs of the journey to the vehicle lender minus a relevant administration fee (see earlier explanation of administration fees).

## 4. Practicalities of WAVeSS vehicle use

### Booking a vehicle

You must first become a member of WAVeSS to borrow or lend a vehicle through the scheme. (See sections 1 and 2 of this guide for details about becoming a WAVeSS member).

When you want to book a vehicle, you will need to complete a **Brokerage Request Form**. (Please note we will need at least **two weeks notice\*** for bookings – it can take time for us to find a suitable vehicle and agree the booking with the vehicle lender).

## 1. Joining and using WAVeSS

### Who can join WAVeSS?

WAVeSS is for not-for-profit groups based in Wiltshire, such as:

Charities  
Clubs and societies  
Community organisations  
Voluntary organisations  
Schools and colleges

WAVeSS membership costs £22.50 per year for most non-statutory community organisations (e.g. charities, clubs and societies) and £45 per year for statutory organisations (e.g. schools and colleges) or for county-wide non-statutory community organisations. (If your organisation is already a member of Community First; WAVeSS membership costs just £4.50 for most non-statutory community organisations or £9 for statutory organisations). **Please see WAVeSS Membership Application Form for more details about membership payments.**

To apply to join WAVeSS, please request a WAVeSS Membership Application Form from Community First and return it to the office once completed.

Once your membership application has been approved, WAVeSS will send you a **Community First Membership Form**; a **Driver Application Form**, a **Vehicle Application Form** (if appropriate) and a **Brokerage Request Form**. (See 'Booking a Vehicle' in Section 4. of this leaflet for information about making Brokerage requests.) We will also send you a copy of the paperwork you have signed, for you to refer to.

Please note that no WAVeSS membership fees are due until you have received and returned the **Community First Membership Form**.

## 2. Requirements of the scheme

Members will need to consider the requirements for:

Drivers (MiDAS driver training, Criminal Records Bureau (CRB) checks and Medical Checks)

and

Vehicles (Roadworthiness, Walk round checks and Insurance / breakdown cover, and vehicle equipment).

### Drivers

Please return a completed **Driver Application Form** along with the supporting documentation requested on the application form for each driver you wish to drive WAVESS vehicles. (If you do not have your own driver, please refer to Section 4 of this leaflet).

For the majority of minibuses registered with WAVESS, drivers **must** have a D1 entitlement on their licence.

If drivers do not have a D1 entitlement on their licence but they are over 21 and have held a full UK driving licence for at least two years, they **may be able to drive** some of the minibuses registered to the WAVESS scheme. Please call us to discuss this.

### MiDAS driver training

All drivers who drive another group's minibus or people carrier through WAVESS must have a MiDAS certificate. MiDAS is a nationally recognised driver training scheme. We require MiDAS driver training for the safety of borrower groups and because we want our lender members to feel secure that they are lending their minibus or people carrier to a competent driver.

**For details of local organisations who provide MiDAS training, please refer to the Contacts shown at the beginning of this leaflet.**

**As a rough guide, MiDAS training costs approximately £90 per driver.**

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Need help or advice? Call WAVESS on **01380 722475** we're here to help you out.

## 3. Costs

The cost of borrowing vehicles through the WAVESS scheme will depend on how much WAVESS vehicle lenders charge out for their vehicles. As a very rough guide based on local data, the vehicle cost per mile will be between 60p and £1.10 per mile. **The choice of the vehicle is to be solely determined by WAVESS, based on the suitability of the vehicle, availability and proximity to the driver.**

WAVESS prices are broken down below:

WAVESS charges	Cost (£)
Vehicle charge	Rate variable depending on vehicle lender's charge
Admin. fees (payable to WAVESS)	£5 per vehicle or driver booking. (See below for breakdown)
Volunteer driver expenses	40p/mile* + out of pocket expenses
Paid driver wages	£6.75/hr + out of pocket expenses

\* *Volunteer driver expenses are only paid for the travel expenses involved in a volunteer driver getting to and from a WAVESS vehicle – not when driving the vehicle itself.*

### Administration fees

- For each vehicle booking, WAVESS will charge £5 to vehicle borrowers for the time spent in organising a vehicle for them and £5 to vehicle lenders for making the booking possible by bringing borrowers and lenders together.

- If a borrower (or lender) requires a driver; WAVESS will charge £5 to them for sourcing a WAVESS driver through the WAVESS driver pool (whether paid or volunteer)

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Need help or advice? Call WAVESS on **01380 722475** we're here to help you out.

**If you are borrowing a vehicle:** You will be covered under the lender group's vehicle insurance and breakdown policy. Borrower organisations will be required to pay the insurance excess in the unfortunate event of a claim. If a successful insurance claim is made against a third party, this could be refunded to you. (Please note that the vehicle insurance does not include public liability insurance.)

### Wiltshire Council vehicles:

Some lender groups manage vehicles that are owned and insured by Wiltshire Council. These vehicles may have insurance restrictions on their use. This is why we ask for details of borrower's trip activities when we take bookings .

### Vehicle equipment and School Bus signs

The WAVeSS scheme requires vehicles to be equipped with the following before being used in the scheme: fire extinguisher, first aid kit, seat belt signs, no smoking signs, hi visibility vest, seat belt cutter and emergency 'break glass' hammer. If you do not have this equipment for your vehicle(s) please contact WAVeSS – we will do what we can to assist you with providing this equipment.

Minibuses carrying children on a school-related activity are also required by law to display retro reflective School Bus signs. Requirements are:



Front: at least 25cm x 25 cm  
Rear: at least 40 cm x 40 cm

Legally, the driver is responsible for displaying these signs when carrying children on a school-related activity (i.e. the borrower's driver – either their own driver or one from the WAVeSS driver pool). Vehicle lenders are responsible for supplying School Bus signs – if vehicle lenders do not have School Bus Signs for their vehicle(s) please contact WAVeSS.

**For details of a grant which is available to cover MiDAS training costs, please refer to the Contacts shown at the beginning of this leaflet.**

MiDAS (Minibus Driver Awareness Scheme) certification is valid for four years.

MiDAS Training is delivered through two modules:

- ✦ Standard MiDAS
- ✦ Accessible MiDAS

All drivers must take the Standard MiDAS module to gain the MiDAS certificate. Drivers who will be carrying disabled passengers must also take the Accessible MiDAS module.

**Standard MiDAS:** This involves a half day of theory with assessment and practical driver training of 1¼ hours per driver.

**Accessible MiDAS:** In addition to the Standard MiDAS, this involves an extra hour in the classroom and some practical work with wheelchairs. Depending on the number of drivers to be trained, this may be done on the same day or a separate day to the Standard MiDAS training.

You may need to hire a vehicle for MiDAS training depending on the training provider and/or the type of MiDAS training you are doing.

Drivers with penalty points on their licence will be accepted for training at the training provider's discretion.

### Driver medical checks

Questions about a driver's physical ability to drive are asked on the **Driver Application Form**. Most drivers will not require a medical check. If a driver needs to have a medical check, e.g. because of their medical history or because they are aged over 70, this will need to be carried out by their local Doctor (cost = around £75 - £80 – for details of a grant which is available to cover driver medical costs please refer to the Contacts shown at the beginning of this leaflet).

In cases where a medical check is not required by law but there is still doubt as to the health of the driver applicant, a medical check would be required by WAVeSS.

### Criminal Records Bureau (CRB) checks

All WAVeSS drivers (i.e. drivers wishing to drive for any WAVeSS member) must have an Enhanced CRB check processed by the WAVeSS scheme. WAVeSS will contact drivers to process this check after their **Driver Application Form** has been received.

### Vehicles

WAVeSS requires the lender to ensure that the vehicle they lend is roadworthy therefore WAVeSS needs proof from the lender that their vehicle is safe to borrow.

**WAVeSS needs to be provided with updated copies of proof of:**

- ✦ **Valid M.O.T. certificate**
- ✦ **A vehicle maintenance schedule (see below for more details)**
- ✦ **Tail lift checks every six months (where applicable)**

WAVeSS requires the following maintenance checks to be undertaken on vehicles:

#### Walk-round check

This should be completed by the driver (i.e. either the borrower's 'own' driver or a WAVeSS pool driver if the borrower does not have their 'own' driver.) when the vehicle is collected and prior to the vehicle being driven. Drivers will be provided with a **Driver Walk-Round Checklist Form** by WAVeSS which they will need to complete. If the driver identifies serious problems with the vehicle when filling in this Walk-Round Checklist then the journey must not go ahead.

### Regular servicing and safety inspections

Vehicles must have a garage check to M.O.T. standard, every 13 weeks. Over the course of a year, this could include three safety inspections and a combined M.O.T. and service, for example. Your garage should provide you with a relevant safety inspection sheet. Please refer to the **Vehicle Application Form** for further information.

WAVeSS recognise that safety inspections cost money; however this should more than be recouped by lending vehicles into the WAVeSS scheme. In addition Wiltshire Council is prepared to provide these safety inspections to WAVeSS vehicle lenders at below commercial rates. Wiltshire Council have depots at the following locations: Devizes, Chippenham and Salisbury.

Contact WAVeSS on (01380) 722475 for more information about safety inspections and about organising your vehicle safety inspections.

If your minibus or people carrier has a tail lift, it must be serviced every six months. This is a legal requirement. Proof of tailift servicing will be required for our records.

#### Valid M.O.T.

All WAVeSS vehicles need to have an M.O.T. test annually **one** year after initial registration of your vehicle. A photocopy of your M.O.T. certificate will be required for our records.

### Insurance & Breakdown cover

**If you are lending your vehicle:** You must have fully comprehensive insurance cover covering Vehicle Sharing and provide WAVeSS with a photocopy of your current insurance policy. (See **Vehicle Application Form** for more details).

WAVeSS will provide you with a template letter to send to your insurance company to enable your vehicle to be covered for Vehicle Sharing through the WAVeSS scheme.

You must also have breakdown cover in place for your vehicle. (WAVeSS will provide you with a disc for your vehicle windscreen which will give the borrower information on who to call in the event of an accident or breakdown).