

## **(Information for RPC website)**

### **What is The Rolvenden Rocket**

Ashford Borough Council (ABC) has sourced and insured a minibus through Enterprise rentals. The minibus has 16 seats (including the driver's seat), and will be available for community use. This is a pilot and can be withdrawn at any time but with buy in from the community could prove to be a real success and a valuable resource.

Rolvenden Parish Council (RPC) will be the host of the initiative and will make a mileage charge to cover the cost of fuel and ABC will be reimbursed the cost of the lease and insurance from the mileage charge making the scheme not for profit.

You will need to register in advance with the scheme, entering into the spirit of the initiative by agreeing to the 'Statement of Common Purpose' in order to use the minibus.

The minibus will be driven by volunteers from within the community who will have undergone a driver accreditation by Blue Lamp Trust Examiner and will be fully DBS checked. Any drivers you intend to use will also need to be registered in advance and have undergone the same checks and be willing to become available as part of a pool of drivers to drive others if required.

As there is only one vehicle, users need to understand that it may not always be available at the times you want and that RPC are relying on users to take good care of the vehicle and to return it in a good condition at the end of the journey, (full details are contained in the terms and conditions).

Whilst the host will make every effort to have the vehicle ready for use, if for whatever reason the vehicle is unavailable, i.e. it is being repaired, your booking may need to be cancelled at short notice. The host will however endeavour to notify users at the earliest opportunity.

Potential users will need to appreciate the limitations and the vehicle will be operated under a Section 19 permit issued by the DVSA and held by the host.

### **Am I eligible to register for the scheme?**

The minibus can be used by registered members of any community, voluntary, charitable and non-profit making organisation that meets the following criteria:

- Has an annual turnover (income) of **less than** £250,000.
- Has registered in advance with Rolvenden Rocket and received confirmation of their acceptance having agreed to the statement of common purpose.
- Is for the benefit of residents of the Parish of Rolvenden.

### **The following are not eligible for the scheme:**

- Community, voluntary, charitable and non-profit making organisations with an annual turnover (income) of **more than** £250,000.
- Statutory agencies, such as the Police, NHS, other Local Authorities.
- Schools that have their own minibus.
- Further and higher education establishments, regardless of how they are funded (LEA, trusts, privately funded, etc).

- Members that are not for the benefit of residents of the Parish of Rolvenden.
- Individuals who are not enrolled as a member of the Rolvenden Rocket.
- Private sector companies.
- Borough Council departments.

Rolvenden Parish Council reserves the right to refuse to allow use of the vehicle to anyone that persistently causes damage or fails to comply with the terms and conditions.

## **Charges**

**Member Subscription of £10 per Year payable in advance**

**A £5 Booking Fee Payable in advance**

## **Plus**

First 50 miles of any trip charged at £2.00 per mile

Subsequent miles charged at £1.00 per mile

All charges include VAT, Fuel insurance and breakdown cover.

The members using the vehicle are responsible for any parking charges, tolls or fines incurred while the vehicle is in their possession. Though Ashford Borough Council is responsible for any insurance excess (Currently set at £250.00). If in the opinion of the host, ABC, the insurer or Enterprise the damage is caused through neglect or negligence on the part of the member or driver it may seek to recover this cost.

## **What are the eligibility criteria for drivers?**

- Drivers must meet **all** the following criteria to register with the scheme:
- Have a full, clean, valid driving licence with a D1 entitlement for vehicle in excess of 4t. If the vehicle is accessible and less than 4.25t D1 is not required
- Have held a full driving licence for at least two years.
- Be able to present either paper or photo card driving licence to RPC (not a copy).
- Has taken the driver accreditation required (organised by the host).
- Has a valid current and recognised DBS certificate.
- Be aged between 21 and 75 years old.
- Be physically fit and make a declaration to that effect on their application form and comply with all medical requirements.

## **How to register with the scheme**

Register as a member, please complete the [Member Registration Form](#). You can use this form to register a new member or to amend your details.

Register as a volunteer driver – please download the [Driver Registration Form](#) All drivers need to be registered with the scheme .

If you do not have internet access please call **Graham Tiltman** on 07578657478 and we will be happy to send you the registration forms by post or arrange for you to collect them.

Please allow 10 working days after the receipt of your application for the registration process. You will not be able to use the minibus until this process is complete.

Once your membership is accepted, you can [Book The Minibus](#). If you do not have a registered volunteer driver for your journey, the host will identify if one of our volunteer drivers is available at that time and date. **Only registered volunteer drivers may drive the minibus.**

