

# VOLUNTARY DRIVER APPLICATION FORM

**PLEASE COMPLETE IF YOU WILL BE DRIVING AS PART OF YOUR VOLUNTARY ROLE**

Name: ..... Title: .....

Address: .....

..... Post Code: .....

Telephone No (inc code): ..... Date of Birth: .....

Driving Licence number: .....

Make and model of car: .....

Cubic capacity: .....

Insurance company: .....

Insurance policy number: .....

Date of last M.O.T. certificate: .....

Any accidents or convictions: .....

.....

.....

Availability (Please tick)

	MON	TUES	WED	THURS	FRI	SAT	SUN
AM							
PM							
EVE							

Please supply the names of two referees who know you well and who we can approach on your behalf.

1. .... 2. ....

.....

.....

Do you have any pending prosecution or have you ever been convicted or Bound-over at Court or cautioned by the police for any offence. **YES / NO**

I confirm that all the information given is correct and that I accept the terms of the agreement detailed overleaf. (Subject to acceptance by ACCT on signing the agreement).

Please bring your licence with you to the Centre so that we may take a photocopy for our files.

Signed: ..... Date: .....

# ARUN CO-ORDINATED COMMUNITY TRANSPORT VOLUNTARY DRIVER AGENCY AGREEMENT

This agreement reflects the terms and conditions between the parties

Arun Co-ordinated Community Transport "ACCT"; and

..... "the Driver"

with effect from .....

It is hereby agreed and declared by the parties that ACCT will act as agent of the Driver in arranging the supply of transport by the Driver to the person requiring transport "the client".

**1. ACCT acting as an agent shall:**

- I. provide information on the work to be undertaken by the Driver;
- II. accept commitments from clients and allocate work fairly and honestly keeping all necessary records of commitments;
- III. endeavor to man the booking/agency office from 0845 hours to 1700 hours every day;
- IV. be responsible for all aspects of the administration of account holding customers.

**2. The Driver is a volunteer and not employed by ACCT and shall:**

- I. provide a suitable vehicle with current insurance, MOT and road tax to undertake those journeys for the clients allocated by ACCT;
- II. ensure that the vehicle is in a roadworthy condition, clean and tidy both internally and externally;
- III. be responsible for the maintenance, repair and all running costs (including fuel) of the vehicle;
- IV. ensure that no smoking is permitted in the vehicle whilst carrying the client;
- V. not use the radios in the vehicle unless with agreement of the client; .
- VI. use a mobile phone only in a safe manner;
- VII. be responsible for the collection and delivery of the client to the relevant place at the agreed times;
- VIII. notify ACCT at the first opportunity if he is delayed or is otherwise unable to collect or deliver the client;
- IX. treat any information as regard to clients in strict confidence.

**3. Fares**

The fares for the provision of transport by the Driver will be agreed with ACCT.  
All such fares collected in cash by the Driver will be retained in full by the Driver.  
All such fares collected from account clients by ACCT will be remitted in full by ACCT to the Driver.

**4. Termination**

On termination ACCT will require the return of all ACCT property which includes name badges and windscreen markings

**5. Status**

It is hereby agreed and declared that as a volunteer the Driver has the responsibility for agreeing and discharging his own tax liabilities in respect of charges for transport services covered by this agreement. The Driver hereby indemnifies ACCT in respect of any claims that may be made by the relevant authorities against ACCT in respect of the same.

The Driver is not an employee of ACCT and this Agreement does not create a partnership between the Driver and ACCT.

This Agreement contains the entire agreement between ACCT and the Driver regarding the supply of transport to clients. The Agreement can be modified only by written agreement between ACCT and the Driver.

Signed ..... Date .....  
For and on behalf of ACCT

Signed ..... Date .....  
The Driver

To .....

Re .....

Dear Sir,

I intend to undertake voluntary work which will involve using my vehicle to carry passengers as requested. I will receive a mileage allowance for these journeys to cover the running costs of my vehicle in accordance with Section 1(4) of the Public Passengers Vehicles Act 1981, which exempts from Passenger Service vehicle and Hackney Carriage/Private Hire licensing laws.

I should be grateful if you would confirm that my existing policy covers me for such volunteer driving please use the tear off slip below. Please also confirm that my insurance policy contains a clause indemnifying the agencies with which I am a volunteer against third party claims arising out of the use of my vehicle for such voluntary work.

Yours faithfully,

.....

From.....

Re policy number .....

This is to confirm that your insurance policy covers voluntary driving for which a mileage allowance may be received. This policy also contains a clause which indemnifying the agencies with which you are a volunteer against third party claims arising for the use of the vehicle on such voluntary work

Issued by ..... Date .....