

# **WOULDHAM & BURHAM COMMUNITY MINIBUS SCHEME**



Office use only:
Membership on database
_____
Date: _____

Individual membership is £10 and valid for 1 year Please answer all questions

Name :	Date of Birth: _____
Address :	
Postcode :	
Telephone :	
E-mail :	
Emergency Contact Details: <b><u>MUST BE COMPLETED BEFORE TRAVELLING</u></b>	
Name :	
Relationship to you:	
Telephone:	Mobile:

Please indicate whether there are any special needs we need to know about when you are travelling. Eg: do you use a wheelchair, do you use a shopping trolley, do you need a passenger assistant?

<p><b>Declaration</b></p> <p>The data is held on the basis of LEGITIMATE INTEREST and will be used solely for Woldham Parish Council or Compaid to contact members about the Scheme and any additional information which may be of interest regarding trips and events. If you wish to access personal information held by Woldham Parish Council or remove the data we hold, this can be done at any time in writing and can be emailed to clerk@woldhampc.com or posted to: The Clerk, 81 High Street, Woldham. ME1 3XG. We will confirm in writing within 21 days that we have removed your information or send you a copy of the data held. A copy of our privacy notice can be provided on request. You have the right to complain if you feel that we have not protected your information properly. Complaints should be made in writing as above.</p> <p><b>I prefer to be contacted by telephone <input type="checkbox"/> text <input type="checkbox"/> email <input type="checkbox"/> letter <input type="checkbox"/></b>  <b>(Remember this is to contact you for trip times and to post the brochure to you)</b></p> <p>I confirm I am over the age of 18.          I agree to the terms and conditions of membership. I am eligible to use the Scheme.</p> <p style="text-align: center;">Signed.....Date.....</p>
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## **TERMS AND CONDITIONS OF INDIVIDUAL MEMBERSHIP**

**Please read carefully before applying for individual membership.**

- Membership of W&B Community Minibus Scheme (The Scheme) does not guarantee a seat, they are offered on a first come, first served basis.
- We will not wait for you to return to the bus you MUST be there on time.
- A minimum number of passengers are required to run a trip. If this is not reached, we reserve the right to cancel and will inform you as soon as possible about the cancellation.
- Trips may be cancelled at short notice if the driver becomes unavailable.
- The Scheme cannot be held responsible for the late running of a service for any reason.
- All passengers agree to always wear seatbelts whilst travelling (unless valid exemption certificate produced).
- Payment of 'shopper' fares will be by cash to the driver (£10.00)
- Payment of arranged leisure trips will be in advance to Wouldham Parish Council.
- Fares are only for minibus travel; no entrance fees or refreshments are included.
- Upon arrival at destination the driver will remind passengers of return time. Passengers are requested to allow enough time for their return to the minibus. After a reasonable agreed amount of time, we reserve the right to set off.
- If you wish to cancel a trip, you must inform us as soon as possible. If trips are repeatedly cancelled at very short notice, we reserve the right to cancel membership.
- Individual membership is open to anyone over the age of 18.
- We reserve the right to cancel memberships in instances of threatening or abusive behaviour towards driver and other passengers.
- The cost of a trip reflects the cost of running the service, therefore no concessions are granted.
- Passengers with medical conditions are responsible for having appropriate medication and care (if necessary). Drivers are not responsible for administering first aid and medical services will be called if necessary.
- Reserve lists will be maintained for all trips; in the event of a cancellation reserves will be contacted.
- The minibus is accessible; unfortunately, we are unable to transport electric scooters because of weight limits.
- Drivers are only responsible for passengers whilst travelling and will ensure safe loading and safe securing of wheelchairs.
- The Scheme operates a strict no smoking policy in the vehicles. Also, all personal items and rubbish should be removed when leaving the vehicle.

**MEMBERSHIP PAYMENTS SHOULD BE MADE TO:  
WOULDHAM PARISH COUNCIL, 81 HIGH STREET, WOULDHAM**

**BANK: NAT WEST  
ACCOUNT: 00703176  
SORT CODE: 55-81-07**