

Downton Baptist Church Minibus Booking form

Please complete and sign this form at your earliest convenience as each minibus booking will not be confirmed until the form and details therein are accepted by Downton Baptist Church.

The following information listed below is required at least 10-14 days prior to the hire date.

Vehicle:

White Citroen Minibus with 14 seats including the driver, registration: WX52 LDF.

Mileage Charges:

Our terms are a charge of 60p per mile, this is in addition to paying for any petrol you purchase and please INSURE that the fuel tank remains AT LEAST A QUARTER FULL. These charges include short as well as longer journeys. Thank you.

Methods of payments:

Cheques made payable to: 'Downton Baptist Church'. If by Bank Transfer (BACS):- Bank Transfer to: CAF Bank Limited. Our Account Name: Downton Baptist Church.

The Sort Code: 40-52-40. The Account Number: 00020728.

Conditions of Use:

1. Hirers are responsible for either: the repair of any damage or, if claimed on the insurance, payment of the excess £500 (five hundred pounds).
2. Drivers should be between the age of 25-years and 70-years.
3. The driver has to be a UK driving license holder and have held the licence for at least 3-years. The license should have no more than 3-current-penalty-points.
4. A charge of £50 (fifty pounds) will be made if the Minibus is returned in a dirty condition (more so for unreasonable wear and tear). The Minibus is not to be used for furniture removals.
5. Please ensure the FUEL TANK is left at least a QUARTER FULL after each hire.

Driver details:

Every driver will need to complete the driver form and declaration.

Licence and Endorsement Status information

*** You can obtain a copy of license status by going on to the following web-link: www.gov.uk/view-driving-license (you will need your Nat' Ins' No). Go to the START button.

Click the Second Box; 'Penalties & Disqualifications'. IF you are unable to photocopy this information, please; take a photograph on your camera or I-phone, Email to: office@downtonbaptist.org

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|--|---------------------------|--|-----------------------|--|
| Type of Contact | Minibus Booking | | | |
| Personal Data | | | | |
| Name | | | | |
| Organisation | | | | |
| Address for the invoice | | | | |
| Telephone number | | | | |
| Email Address | | | | |
| I give my consent for my name, address, phone number and email addresses to be HELD by Downton Baptist Church and used to contact me in connection with this booking. | Signature | | Date | |
| Booking details | | | | |
| Dates requested for the booking | Date of collection | | Date of return | |
| | Time | | Time | |
| Where will the minibus be driven and for what purpose. | | | | |
| Drivers declarations completed. | Yes / no | | | |
| Mileage Charge | Start Millage | | End Mileage | |
| | Total Miles | | Amount Payable | |
| Total Cost Mileage x 60p per mile. | | | | |

| | |
|---|---|
| Contact | Named driver for booking (One for each driver) |
| Personal Data | |
| Full Name | |
| Address | |
| Utility bill as proof of address attached | Yes/No |
| Telephone number (Home) | |
| Telephone Number (Mobile) | |
| Email address | |
| I give my consent for my name, address, phone numbers and email address to be HELD by Downton Baptist Church. | Yes/No |
| | Signature Date |
| Driving Licence and Health Declaration | |
| Driving Licence number | |
| Details of penalties over the last three years | |
| Copy of both sides of Driving licence attached and evidence of status of your license (points, endorsements) | Yes/No |
| HEALTH DECLARATION Please list any health conditions that may affect your ability to drive (examples; pace maker, diabetes, physical impairment, dizziness, arthritis, a recent accident or operation)? _____ . I declare that the details given in this form are correct to the best of my knowledge. I agree to exercise all due care for the safety of passengers and the security of the vehicle. I understand that it is an offence (Road Traffic Act) to knowingly make a false statement. I understand that I have to inform Downton Baptist Church of any subsequent illness, condition or event which may affect my ability to drive the minibus. Failure to do this is likely to make the insurance invalid and therefore make me as driver responsible for any damages and any other incurred costs. I also undertake to notify Downton Baptist Church of any accident that occurs whilst hiring the minibus. Name of driver Signature _____ Print name _____ Date _____ . | |
| I give my consent for this information to be HELD by Downton Baptist Church. | Signature Date |

Downton Baptist Church: Keeping in touch

PRIVACY NOTICE

Under Data Protection legislation the church Charity Trustees of Downton Baptist Church are the Data Controller and can be contacted by ringing 01725 512971 or emailing office@downtonbaptist.org

We are collecting this information to enable the church to keep in touch with you and provide pastoral support as appropriate.

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

Your name and contact details will be entered into our church database which is held on the church office computer which is password protected and accessed only by the Ministers, the Trustees and Church Administrator. Your contact details will be removed from the database once you are no longer a member of the church – unless you ask to remain as one of our "church friends".

To enable us to provide adequate pastoral support to you and your family, one of the Ministers may record information which may be regarded as sensitive. This information will be stored (in password protected documents) on the church computer but the password will only be known by the Ministers. This information will NOT be disclosed to anyone else without your consent.

If you serve Downton Baptist Church as a member of staff or in a key role then we will pass on your name and contact details to the Baptist Union of Great Britain and/or the Southern Counties Baptist Association (of which we are members) to enable them to send you information relevant to your role. We will always ensure you are aware of what information is being shared with them and you will be able to decide which contact details are shared.

You have the right to ask to see any information we hold about you (including the pastoral support information) by submitting a 'Subject Access Request' to the Church office. You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled please speak to our Data Protection Trustee. If you are still unhappy you have the right to complain to the Information Commissioners Office

COMPLETING THE FORM: Please read carefully

- Everyone aged 16 or over will need to complete a form.
- Completed forms should be returned to the Church office.