

Minibus Hire - Guidance Note for Group Coordinators

1. Overview

We are now in a position to hire a minibus for BJ&D u3a trips with our own driver.

Our u3a member, Jim Molloy, has kindly agreed to be trained by CT4N and is now accredited by them to drive their minibuses. Pending demand from our Group Coordinators more volunteers will be required to be trained accordingly.

Coordinators have to respect the fact that Jim may not be available at their chosen date; may be already committed to other trips or away on holiday. If our driver is unavailable, you can hire one from Nottingham Community Transport (CT4N) direct.

NOTE: Please be mindful that the minibus is best suited for shorter journeys max 1.5hr each-way and that our driver will participate in your group activity.

2. Procedure:

STEP 1 - Contact our driver Jim via email jim.molloy@btconnect.com or phone 07885 203 989 to check his availability for your selected date.

STEP 2 - Our driver will contact CT4N to book the minibus & advise them that the hire is for BJ&D u3a. They will later send their invoice to our Treasurer at treasurer@bju3a.co.uk

STEP 3 - Our driver to collect the minibus from Nottingham Depot and arrive to the Group's collection point in BJ. The minibus will have a full tank of fuel and CT4N will invoice our u3a for usage (see an example itemised below).

STEP 4 - Upon return to BJ our driver will drop off the minibus at the depot.

3. General Costs:

- Minibus hire -£30/half day (4hrs up-to 1pm or from 1pm) and £45/ day
- Fuel - 50p/mile
- CT4N Driver - £13/hr
- BJ&D u3a Driver - £0
- See a working example under item 7 below

4. Capacity:

- 16no passengers + the driver

5. Insurance:

- Road traffic incidents are covered by CT4N under their own motor insurance (this covers the vehicle and our driver)

6. If our driver unavailable you can hire the minibus and a driver direct from:

- Nottingham Community Transport (CT4N)
- Contact information Elaine 0115 985 6904 elaine@ct4n.co.uk
- BJ&D u3a is registered with CT4N, hence they know who we are

7. Minibus hire costs/per participant - Example

- *Group travelling to Stamford*
- *Start from BJ at 09:30 and return 16:00 - total of 6.5hrs*
- *Return Mileage - 85miles*
- *Minibus Hire - £45 (full day)*
- *Fuel - 85miles x £0.50 = £42.50*
- *Using our own driver = £0*
- *TOTAL COST £87.50*
- *Assume 16 passengers - £87.50/16 = **£5.47pp***

However, if you need to hire one of the CT4N drivers the cost in this example will be:

- *Minibus Hire - £45 (full day)*
- *Fuel - 85miles x £0.50 = £42.50*
- *Using CT4N driver - £13/hr x 6.5hrs= £84.50*
- *TOTAL COST £172*
- *Assume 16 passengers - £172/16 = **£10.75pp***

The costs are in **addition** to any entry fees etc at your destination.

8. Payment

- Coordinator to notify our treasurer via email treasurer@bju3a.co.uk (Jacky Kinsey from 8th Aug onwards) of your planned trip and the charge per person
- The attending passengers to pay preferably direct into the BJ&D u3a Trips Account - details:
 - Burton Joyce and District u3a
 - TSB account number 23616068,
 - sort code 77-22-10.
 - Please put your surname in the reference field.

I trust that the above is clear and contains useful information.

Anna Moore

chair@bju3a.co.uk

21st July 2023