

EALING GROUP TRANSPORT**Summary of Charges**Effective from 1st April 2010

MEMBERSHIP	Statutory Group	Community Group
New Membership & Annual Renewal	£50	£25

MINIBUS CHARGES	Statutory Group	Community Group
Session/Daily Charge (includes 15 free miles)	£60	£30
Each mile after 15 miles	85p	85p
Cancellations < 48 hours notice	£40	£20
No shows for each day booked	£60	£30
Late return of vehicle	£10/hour	£10/hour
Cleaning Charges		
Vehicle returned which needs to be swept out	£25	£25
Vehicle returned which needs interior valet	£50	£50

DRIVER CHARGE	Statutory Group	Community Group
ECT Professional Driver	£17.50/hr	£14.50/hr
ECT Passenger Assistant	£14.00/hr	£11.00/hr
Cancellation < 24 hours notice	Minimum 3 hr charge	Minimum 3 hr charge

DRIVER TRAINING CHARGES	Statutory Group	Community Group
Standard MiDAS (Module 1 & 2)	£80	£40
Accessible MiDAS (Module 3)	£60	£30
Refresher -Standard MiDAS	£60	£30
Refresher - Accessible MiDAS	£40	£20
Passenger Assistant Training (PATs)	£150	£100
<i>Discounts are available for groups of 5 & above</i>		

CRB ENHANCED DISCLOSURES
Admin Charge: £10/form (All groups)

VEHICLE DAMAGE COST RECOVERY POLICY
Up to £350 excess is payable by Groups where volunteer drivers are responsible for at fault accidents/incidents. This includes incorrect fuelling, interior/exterior damage and flat batteries (as a result of not switching off radio/lights).

Notes

Bookings

- Bookings can be made online at www.ectgroup.co.uk, by email on transport@ectgroup.co.uk, by phone on 020 8813 3210 during office opening hours, and fax on 020 8813 3211.
- A *session* is between 0001 hrs and 2359 hrs on a particular day. It is not any 24 hour period.
- Vehicles are available 24 hours a day, seven days a week to paid up member groups. They can be driven to anywhere in Great Britain
- Vehicles can be booked from the evening before (from 17.30) if available, without incurring an extra charge.

Cancellations

- You must give us at least 2 working days notice for cancellations for minibus hire and 1 working day for driver hire, otherwise a charge (as stated above) will be made.

Definition of groups

- A *statutory group* is a publicly funded body - examples include schools, day centres, local council departments, health authorities, police and the fire service.
- A *Community organisation* is a voluntarily set up body working within the community. Examples include clubs, associations, and charities.

Collecting keys and vehicles

- All vehicles are located at the Greenford Depot. During office opening hours, keys can be collected from Greenford Depot. Office opening hours: Monday – Friday 09:00 - 17:30 hrs
- During out of office hours, vehicle keys are issued from Greenford Security Hut.
- You must not pick up your vehicle prior to your booked time nor return it late - another group may be booked for this time. When collecting vehicles or keys, a driver's registration card must be produced.

Fuel

- We meet all fuel and insurance costs. A fuel card is issued with each set of keys. We will not reimburse cash payments, therefore please ensure that the garage accepts Allstar fuel cards prior to filling up. Groups will be liable for Penalty Charge Notices and other such charges.

Driver Training

- All drivers **MUST** undergo Standard MiDAS training in order to drive an ECT minibus, **MUST** fulfil our terms and conditions and **MUST** have a current Ealing Community Transport driver's registration card. If you do not have a current card then you are not insured!
- Driver training costs above are 'per driver' costs, however group rates/discounts may be provided.

ECT Professional Drivers

- If you have booked an ECT driver with a vehicle, then the Driver and Mileage charge will be calculated from the time the driver leaves the ECT depot to pick up your members to the time the driver returns to the depot at the end of the journey. If the driver is picking up and dropping off at a point for collection at a later time, you will be charged for the drivers journey back to and from the depot.

Invoices

- Invoices should be paid asap but no later than 14 days after receipt. Cheques should be made payable to Ealing Community Transport Ltd.
- The user organisation is responsible for the payment of all trips booked under its membership. Receipts will not be issued unless requested with a stamped SAE.