

# Wigan & District Community Transport

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## BOOKING FORM

### About you and your organisation

Contact Name

Organisation

Address

Post Code  Email

Tel  Fax  Mobile

Address for invoice (if different)

Post Code

Tel  Mobile No.  Email

### About the vehicle(s) and journey

How many vehicles do you require (16 or 32 passengers max per vehicle)

Pick up address

Post Code

Destination  Date of Journey

Departure Time  Return Time

Total number of passengers

Number of wheelchairs that can be folded

Number of static wheelchairs (2 seats are removed for each wheelchair)

Brief details of journey

### About the driver (Only qualified MiDAS Drivers can use our minibuses)

Name of your driver  MiDAS Certificate No.

Do you require a Volunteer Driver?  (This is subject to availability)

If not W&DCT, who normally provides transport for you?

**PLEASE READ AND SIGN OUR TERMS AND CONDITIONS AND RETURN TO W&DCT**

# Wigan & District Community Transport

## BOOKING TERMS & CONDITIONS

Please phone to check vehicle (and driver) availability, before filling in this form.  
Your booking is only provisional until we receive this form, so return it as soon as possible

***Please clearly define your journey so that we can accurately estimate the cost. Our quotation is a guide, remember that you will be charged for the mileage used during the booked period so multiple pick-up and drop-off points will cost you more. Parking, toll or tunnel charges incurred whilst the vehicle is in use by your organisation are your responsibility.***

I have checked and a vehicle is available

I have supplied a stamped addressed envelope for confirmation

**Please read and tick to confirm you agree to comply with the following:**

All vehicles are fitted with seatbelts, which passengers must use at all times.

No smoking allowed on the vehicles at any time

No standing at all while the vehicle is moving

Vehicles must be returned clean and tidy, otherwise a charge will be made

Static wheelchairs must be clamped in and the passenger must wear a seat belt

W&DCT's vehicle and public liability insurance covers users only whilst on the vehicle

### **Additional information for electric wheelchair users**

We do not advise passengers to board or travel in our vehicles in electric wheelchairs. Transfer to a manual chair is recommended. If this is not possible, then electric wheelchair batteries must be disconnected before boarding, and whilst on the bus.

### **Cancellation**

Over 24 hours notice (from the first pick-up time) is need to cancel your booking.  
If your cancellation is less than 24 hours (from the first pick-up time), then W&DCT reserve the right to charge the full amount for the journey booked.

In the event of cancellation or change to a booking by W&DCT, no liability is accepted for any loss, financial or otherwise, arising from our failure to provide a vehicle. W&DCT cannot be held responsible for breach of contract in such circumstances.

### **Agree to terms and conditions**

I agree to the above booking conditions in addition to W&DCTs *Minibus Hire Policy* (which is available on request). I promise to pay all invoices in full, on receipt of W&DCTs invoice (which will be within seven days from the journey date). This agreement must be signed by the person named overleaf, and they must have the authority to authorise payment for the journey.

Signed  Print Name

On behalf of  Date

**PLEASE REMEMBER THAT YOUR W&DCT DRIVER IS AN UNPAID VOLUNTEER**