

NEW USER REGISTRATION FORM 2008

Office use only Membership No:G.....

Your registration as a user of WESTWAY CT will run from 1st January to 31st December 2008

If you are an organisation working in Kensington & Chelsea you will need to complete a Shareholders form and Pay an additional £1 to become a full voting member.

- Are you a Voluntary Organisation working in RBKC that receives over £5,000 funding per year? If so you will need to pay a registration fee of **£35**
- Are you a Voluntary Organisation working in RBKC that receives less than £5,000 funding per year **and** will use the service less than 6 times per year? If so you will need to pay a registration fee of **£7.50**
- Are you an RBKC Statutory Organisation? If so you will need to pay a registration fee of **£35** and are entitled to use the scheme for non-statutory purposes
- Are you an Organisation based or working within another Borough other than RBKC? If so you will need to pay a registration fee of **£35- for non-statutory use only.**

To Register, you must complete this form & return it with a cheque for the appropriate amount made out to *Westway Community Transport*

ORGANISATION / GROUP _____

Address _____

Telephone Number _____

Please briefly outline your main activities and the people you serve:

People authorised by you to make bookings

Name & telephone number of contacts

FOR INVOICING: Name, address & telephone no (if different from above)

Please sign the following statement:

- We are a bona fide community organisation serving the needs of the community
- We wish to affiliate with WESTWAY CT. We have read & agree to abide by all the conditions of use (set out on the back of this form) & the additional rules & decisions of the Society
- We declare that the above information is correct. We are authorised to make this commitment on behalf of our organisation & understand & accept the liabilities
- We enclose a cheque for the due amount

Title _____
Name _____
Position _____
Signed _____ **Date** _____

Title _____
Name _____
Position _____
Signed _____ **Date** _____

WESTWAY CT Service Questionnaire

Please complete the following questionnaire, this information is required by our fund providers and is therefore essential. We also need to know the strengths and the weaknesses of our service so that we can continue to develop and improve it. It's your CT and we want to ensure that it is responsive to all our members needs.

Please select ONE only from each of the following service codes and group categories that best describes your group/organisation:

Service Code (select one only)

- Advice/Counselling
- Arts
- Community Assoc/Centre
- Disability
- Elderly
- Gay/Lesbian
- Health
- Housing/Homeless
- Mental Health
- Self Help/Support
- Sport
- Student Body
- Tenants/Residents Assoc
- Under Eights
- Women
- Youth
- Other (please specify)

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Group Category (select one only)

- Registered Charity / Voluntary Organisation or Community Group
- RBKC Council Dept
- Other Statutory Organisation
- Health Authority
- School / College
- Religious
- Local Self Help Group
- Other (please specify)

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Ethnicity categories (select one only)

- White**
- British
- Irish
- Other European
- Any other White background
- Black or Black British**
- Caribbean
- African
- Somali
- Any other Black background
- Asian or Asian British**
- African Indian
- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
- Mixed**
- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed background
- Any other group**
- Moroccan Arab
- Other Arab
- Chinese
- Filipino
- Any other ethnic background
- Not recorded**

Are any of your users/members disabled ?
 Yes No

Is your group/organisation predominantly:

- Under 60 Over 60 Mixed Youth

Is your group/organisation predominantly:

- Male Female Mixed

Please indicate your preferred method of payment, as cheques are becoming less popular we are looking at alternative methods of payment.

- Credit/Debit card BACS Internet Banking Via web site

Would you prefer to receive invoices and newsletter via email Yes No

If yes enter your email address below

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Would you like us to contact you with details of our paid driver services ? Yes No

Could you please grade the following WESTWAY CT services

	Good	Fair	Poor
Minibus Hire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driver Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer Drivers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid Drivers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment if you have experienced any particular difficulties in using any of the above services or if you have rated any of the above as poor

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Have you any suggestions how WESTWAY CT how can improve its services?

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Are there any new services you would like WESTWAY CT to develop in the future to meet your unmet transport needs?

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General comments about WESTWAY CT

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Have you used WESTWAY CT's services in the last 12 months? Yes No

If you have answered No was there any particular reason why?

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Westway Community Transport
Group Transport Service
CONDITIONS OF USE

1. All users must be members of WESTWAY CT. It is illegal to sub-hire any vehicle, and this will invalidate the Insurance.
2. Drivers must be registered with WESTWAY CT, and have undergone the MIDAS Training.
3. All drivers must comply with current Insurance regulations. Drivers must be 21 and under 70 and have held a full, clean UK (D1) licence for 2 years and will be covered by WESTWAY CT's third party, public liability and employers' liability insurance, however WESTWAY CT can accept drivers over 70 years of age, please contact us for further details regarding this, we will then refer this to our Insurers re any Insurance excess implications. Drivers must notify WESTWAY CT of any changes on their licences or any at fault accidents. WESTWAY CT will impose random spot-checks on drivers licences so please ensure that all drivers carry these.
4. Users must adhere to the booking times when taking and returning vehicles.
5. Drivers must ensure that they record the start and finish mileage, the times the vehicle was taken and returned. They must inspect the vehicle prior to driving, check tyres, lights, bodywork and report any existing damage including defects found on route. Drivers are liable to police prosecution if found to be driving a defective vehicle.
6. Where drivers have had 'at fault accidents' WESTWAY CT reserves the right to suspend or re-call drivers for further training.
7. The vehicle, keys and completed log sheet must be returned in fit and clean conditions on the date and time agreed when the booking was made.
8. Any faults, defects, accidents, incidents or motoring offences must be reported to us immediately. Drivers must not accept liability. Any Parking Tickets, Congestion Charges or Excess Payments incurred during a booking period are the responsibility of the user.
9. Members will be liable to pay the current insurance excess (£250.00) if damage occurs to a WESTWAY CT vehicle within the duration of the booking period.
10. Users must pay the charges at the current rate. The charges will be those that are in force at the time of use and not at the time of booking.
11. The vehicle MUST not be used for private or individual gain or for party political purposes
12. The vehicle must not be used to carry more passengers than the number of seats or wheelchair spaces provided. Minibuses can only be used to carry passengers and their hand luggage. Please inform us if you require extra space for luggage. A goods vehicle is available for furniture, equipment and larger items.
13. No DRUGS or INTOXICATING LIQUOR may be carried or consumed on the vehicles. This is a legal requirement. There is also a NO SMOKING POLICY ON ALL OUR VEHICLES. Where damage occurs because of the above, a fine will be imposed and /or the group suspended.
14. All bookings are accepted subject to the conditions laid down by WESTWAY CT.
15. WESTWAY CT reserves the right to decide between conflicting applications for the use of the vehicle.
16. WESTWAY CT cannot accept responsibility or liability for the loss or inconvenience caused by the cancellation of a booking or breakdown of a vehicle. WESTWAY CT reserves the right to vary or cancel the arrangements for any booking without prior notice
17. Normally WESTWAY CT vehicles may only be used for trips in the UK. If you need to travel abroad, please inform us well in advance so that the necessary arrangements can be made.
18. Users must pay outstanding balances within 30 DAYS of the original Invoice date. Penalty charges may be levied beyond this period, WESTWAY CT reserve the right to request deposits or levy charges for copy invoices. Credit limits will be set for each group. If you require information on this please contact the office.
19. When requesting a paid driver, driver charges will apply 30 minutes prior to pick up (allowing for vehicle checks and travelling time), and 30 minutes after the drop off, unless a longer period is needed. i.e. the collection point is more than 30 minutes travel to/from WESTWAY CT.
20. WESTWAY CT is not responsible for undertaking police checks/references on volunteers or drivers not supplied by us.
21. WESTWAY CT require 48 hours (working days) notice of cancellations and reserve the right to make charges in line with the full sessional and driver charges relating to any cancelled booking beyond this period.

FAILURE TO OBSERVE THESE CONDITIONS MAY RESULT IN WESTWAY CT HAVING TO LEVY ADDITIONAL CHARGES, BAN DRIVERS, DECLINE FURTHER BOOKINGS OR REVOKE A GROUPS MEMBERSHIP

Revised: 11/10/07