



# Vehicle Application Form

Before GMS can register your minibus on to the scheme, we need to know more about the vehicle. Please answer the following questions as fully as possible.

If your organisation would like to register more than one minibus to GMS, please photocopy this form first and complete a separate form for each vehicle.

Should you require further copies for additional minibuses or advice on completing this questionnaire, please contact us on 0800 389 0046.

## Contact details

Name of Organisation: .....

Contact Person: ..... Position: .....

Address: .....

..... Postcode: .....

Tel: ..... Fax: ..... E-mail: .....

## Your vehicle specifications

Is this a Gloucestershire County Council vehicle?  Yes  No

How is your vehicle registered for tax?  Private Light Goods (PLG)  Disabled Passenger Vehicle (DPV)

Make of Vehicle (e.g. Ford, Renault etc): ..... Model: .....

Engine size (cc): ..... Fuel type: .....

Registration Number: ..... Date of first registration: .....

Taxation Class (e.g. Disabled use only): .....

Weight: ..... Height: .....

Total no. of passenger seats: ..... No. of removable seats: .....

Does your minibus carry a spare tyre?  Yes  No

If yes, does this reduce the total number of passenger seats available?

Yes, with the spare tyre on board there are ..... seats  No

Does your minibus have the following features? Please tick all that apply:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> seatbelts   | <input type="checkbox"/> ramps                 |
| <input type="checkbox"/> bench seats | <input type="checkbox"/> any rear facing seats |
| <input type="checkbox"/> tachograph  | <input type="checkbox"/> full service history  |

Does your vehicle have restraints?  No  Yes, type: .....

Does your vehicle have a lift?  No  Yes, type: .....

Max. weight lift can carry: .....

**If you have a lift, please supply a photocopy of the current Service Certificate.**

Where are your minibus and keys kept when not in use? .....

.....

## Vehicle documentation

We require copies of **ALL** of the following documentation:

- Current MOT certificate
- Fully comprehensive insurance policy allowing Minibus Sharing
- Breakdown cover policy

In the event of an accident, the borrower organisation is liable for the full cost of repairs or the lender's insurance excess, whichever is less:

Insurance excess: £.....

Does your insurance have any restrictions?

- No restrictions
- Drivers aged 25+ only
- Other .....

**Please note: borrower drivers will need to be covered on the lender organisation's minibus insurance unless an alternative arrangement is agreed in writing with GMS. If you are not able to cover borrower drivers on your insurance, we may find it very difficult to lend your vehicle.**

Does the constitution of your organisation restrict the use of your minibus?

- No     Yes, the restrictions are: .....

Your vehicle must have breakdown cover that the borrower organisation can use if occasion arises during the loan. GMS will provide you with a disc for your minibus windscreen to display breakdown and emergency contact information. Please provide the following details:

### Breakdown recovery provider:

Name: ..... Tel. no.: .....

### Lender contact in case of emergency:

- Please display the contact details for our organisation as listed over
- Please do NOT display lender contact details – we would like to be contacted via GMS in the case of an emergency
- Please display different contact details:

Name: ..... Tel. no.: .....

Do you have regulation School Bus signs onboard your vehicle which borrowers can use?     Yes     No  
**If not, GMS will provide you with these free of charge. Please keep them onboard for use by school borrower groups, should the occasion arise.**

Is there anything else which GMS should know about your minibus? .....

### Declaration:

The information which has been provided on this form is to the best of my knowledge correct and true. We will notify GMS immediately of any changes to our vehicle, our vehicle's insurance or breakdown cover and/or its availability. We are aware of and accept the lender's responsibilities, as outlined in the GMS Membership Charter.

Name (block capitals).....

Signature..... Date.....

Please return forms by fax (01453 767771) or post (GMS, 17 George Street, Stroud, Glos. GL5 3DP)

**Minibus Availability**

If you would like to hire out your minibus to other organisations, please let us know if there are regular times when your minibus will be **unavailable**. This is to save us time when finding available minibuses for borrower organisations – it does **not** commit you to lending your minibus at other times!

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
06.00 – 07.00							
07.00 – 08.00							
08.00 – 09.00							
09.00 – 10.00							
10.00 – 11.00							
11.00 – 12.00							
12.00 – 13.00							
13.00 – 14.00							
14.00 – 15.00							
15.00 – 16.00							
16.00 – 17.00							
17.00 – 18.00							
18.00 – 19.00							
19.00 – 20.00							
21.00 – 22.00							
22.00 – 23.00							
23.00 – 00.00							
Overnight							