



4.3 Van Users

The van user must have passed an assessment of their driving skills as per the Driving Instructors from an appropriate van driving assessor and received Tiaho Trust wheelchair hoist operation training which allows them to drive the Tiaho Trust van. It is also agreed that the user will adhere to all of the internal rules associated with the use of the van and that at all times care and attention will be taken to ensure the safety of those on board.

I agree to the following terms and conditions each time I use the van:

- Fill in the log book at the end of a run and initial it legibly so it can be read.
- Check ALL windows are closed, vehicle locked and key returned to the Office Manager.
- Check the hoist is stored correctly.
- Wheelchair straps are stored tidily in the box.
- Seat belts are to be hooked up.
- Fold up seat to be put away and buckled for the seat to be stored.
- Any damage or breakages to be reported to the Office Manager immediately either personally or via a message at the Tiaho Trust office.
- The van must be washed and cleaned before it is returned. If you drive over road works/lime it is to be washed. If you do not have time to wash it off, let the Office Manager know so that it can be arranged.
- Vehicles returned after 2.00pm must be stored in the Tiaho Trust car park.
- Upon collection of the van, check all the above has been completed or you will be held responsible as the last driver.
- The van must be returned with a full tank of diesel.
- The van must be returned promptly after each use.

Please note the van has the following:

- A first aid kit.
- Telephone book.
- Fire extinguisher.
- Log book.

The van has an **AA Breakdown** service sticker on the windscreen. This allows you to contact the AA should you have any mechanical problems whilst in transit.

Violation of these standards may result in the availability of the van being withdrawn in the future.

USER CRITERIA

The van is available to be used by other disability organisations who:

- Have a specific event that they want disabled people to attend.
- Have no way of transporting disabled people to the event (*“event” refers to specific events of specific times for unique occurrences*)
- Have booked the van at least three (3) working days in advance.
- Have a staff member or volunteer who holds a Tiaho Trust Van Driver licence.
- Have had the necessary van training and have passed the van driving assessment or produced evidence of being an experienced van driver.
- Signed the Tiaho Van Responsibilities Agreement.

The driver must ensure that all wheelchairs are secured locked in place and all passengers are wearing seat belts as per the Tiaho Trust wheelchair hoist operation training.

Drivers must agree to a Police Check to ensure that they hold a clean drivers licence.

Drivers under 25 years of age must be named separately.

Individuals/organisations will be liable for payment of insurance excess in the case of accidents. Where they are not covered by our insurance, they will be liable for total costs incurred. When damages are incurred, actions taken to rectify the situation will be made by the CEO on a case by case basis.

Individuals/organisations will be liable for their own speeding fines, parking infringements or any other traffic offences.

The DIAS Collective is on first call for the van usage.

The van will be lent out to organisations with a full tank of Diesel with the requirement that the van will be returned with a full tank of Diesel.

The Van User form will need to be completed before the van is picked up by the individual/organisation.