

**Application No.**

**WAVeSS Membership Application Form**



Please complete **all** questions and attach the relevant documents. We cannot accept incomplete applications. Please also read and sign the WAVeSS Membership Charter (below). If you have any questions, please contact WAVeSS on 01380 722475 or e-mail [transport@communityfirst.org.uk](mailto:transport@communityfirst.org.uk)

**Contact details**

Name of Organisation: .....

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

Address: .....

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

Tel: ..... Fax: .....

E-mail: .....

**Not for profit status**

Please circle which organisation describes yours most accurately:

- School/college
- Organisation concerned with religion
- Organisation concerned with promoting social welfare
- Organisation concerned with recreation
- Organisation concerned with other activities of benefit to the community

Main activity of organisation: .....

What is your organisation's legal status? (Please circle)

- Registered charity
- Unincorporated association
- Industrial and Provident Society
- Cooperative
- Community Interest Company
- Any other type of Company
- Statutory body
- Unsure

Is your organisation not-for-profit?  Yes  No  Unsure

**Your WAVeSS membership**

We have (a) minibus(es) or people carrier(s) that we wish to lend through WAVeSS:  Yes  No

**Organisations wanting to lend their vehicle(s) must complete the Vehicle Application Form.**

We would like to borrow (a) minibus(es) or people carrier(s) through WAVeSS:  Yes  No  
**n.b. all member organisations, including lenders, may request to borrow a vehicle through WAVeSS.**

How often do you anticipate borrowing vehicles through WAVeSS?

.....

How often are you hoping to lend your vehicle through WAVeSS (if applicable)?

.....

WAVeSS membership costs £22.50 per year for most non-statutory community organisations (e.g. charities, clubs and societies) and £45 per year for statutory organisations (e.g. schools and colleges) or for county-wide non-statutory community organisations. (If your organisation is already a member of Community First; WAVeSS membership costs just £4.50 for most non-statutory community organisations or £9 for statutory organisations). Standard WAVeSS membership fees automatically incorporate Community First membership fees – you will need to become a member of Community First to participate in the scheme (unless you are a paid member of Community First already).

WAVeSS will send you a separate Community First membership application form on receipt of this form.  
**No WAVeSS membership fees are due until you have received and sent back the Community First membership application form.**

All WAVeSS membership fees are normally due immediately although they can be paid by standing order/added on to your first invoice if you wish. WAVeSS membership period and renewal will in be in line with Community First membership period and renewal (for more details please refer to Community First membership application form when you receive it).

Please contact WAVeSS on (01380) 722475 if you have any queries about Membership.

 **Data Protection Act 1998:**

Any information you provide to WAVeSS about you or your organisation is collected for the administration of the Wiltshire All Vehicle Sharing scheme (WAVeSS) only. Information will only be shared with partners involved with the WAVeSS scheme e.g. WAVeSS borrowers, lenders and drivers.

**Community First intends to send WAVeSS members updates about the WAVeSS scheme as they arise. Please tick if you do NOT wish to receive this information.**

## WAVeSS Membership Charter



“We” refers to the organisation applying for WAVeSS membership.

1. We will familiarise ourselves with the requirements and procedures for vehicle usage and drivers through WAVeSS, as detailed in the WAVeSS Membership Guide of which we have received a copy.
2. We agree to abide by those requirements and procedures at all times during our membership of the WAVeSS scheme.

### **When borrowing a vehicle through WAVeSS:**

3. We will provide WAVeSS with full details of our intended journey as specified on the Brokerage Request Form either by post, fax, 'phone or e-mail. We will make every attempt to notify WAVeSS of this information at least 14 days prior to our planned journey.
4. When a booking has been arranged, WAVeSS will send us a WAVeSS Booking Confirmation form. If we find that we no longer require a WAVeSS vehicle as agreed, we will notify WAVeSS at the earliest possible opportunity. If we are unable to contact WAVeSS for any reason to notify them that we no longer require a vehicle as agreed, we must notify the vehicle lender directly. If we wish to cancel the booking having received our WAVeSS Booking Confirmation form we acknowledge that we will be liable to a cancellation fee equal to the sum of the administration fee normally paid to WAVeSS for each WAVeSS booking.
5. We are aware that 'our' driver or a WAVeSS pool driver will need to sign the Vehicle Condition and Features Form as completed by the vehicle lender when collecting the lender's vehicle.
6. We are aware that 'our' driver or a WAVeSS pool driver will need to complete a Driver Walk-Round Checklist Form prior to driving any WAVeSS vehicles and identify any faults on this Checklist for the lender organisation to address. If our driver (or a WAVeSS pool driver) identifies any serious problems with the vehicle when filling in this Walk-Round Checklist Form then the journey must not go ahead.
7. We are aware that we must contact the WAVeSS vehicle lender in advance of our journey to arrange collection of the lender's keys and vehicle and later drop-off of the lender's keys, vehicle and Driver Walk-Round Checklist Form. We aware that we must then pass this information to 'our' driver. (If we are using a driver who is not a member of our organisation, but is instead registered as a 'pool driver' with the WAVeSS scheme we are aware that we will need to contact this driver to explain the collection arrangements regarding the lender's keys and vehicle and later drop-off arrangements regarding the lender's keys, vehicle and Driver Walk-Round Checklist Form.) We will ensure that vehicles and keys are collected from and returned to the lender as we have agreed with the lender in advance of our journey.
8. We are responsible for ensuring that a driver is provided for our trip, either by nominating one of our own drivers or by requesting a driver through WAVeSS. In either case, the driver must be registered on the WAVeSS scheme.
9. When planning a trip using a WAVeSS vehicle we agree to work out journey times and distances in advance in order to structure our journey to avoid the risk of driver fatigue. Whenever possible we will take more than one driver to share the driving. As a guide based on UK Domestic Driver's Hours regulations, drivers should only drive cumulatively for 5 ½ hours\* and up to a maximum of 7 ¾ hours in total per day. (\*Cumulatively means including breaks - drivers are instructed that they are responsible for taking a break from driving of at least 15 minutes every two hours. If a driver has been driving cumulatively for 5 ½ hours they are instructed that they must take a break of at least 30 minutes in which they can obtain rest and refreshment). (See WAVeSS Driver's Statement of Duties for more details about driver's hours)
10. If we are carrying disabled passengers or passengers with mobility needs; we must ensure that either an Accessible MiDAS certified driver and a qualified passenger assistant is present prior to setting off on a WAVeSS journey (or a qualified passenger assistant is present if no Accessible MiDAS certified driver is available.)

11. If we are carrying groups of children on a long journey; we must ensure that an additional adult travels with these children on a WAVESS journey. It is also recommended that an additional adult travels in the vehicle if we are carrying school passengers. (We acknowledge that it is our responsibility to ensure that additional adults or passenger assistants are cleared to work with children and/or vulnerable adults.)
12. We must inform the WAVESS scheme immediately if we have dismissed a WAVESS registered driver who we use from within our own organisation because they have harmed a child or vulnerable adult or if that individual has resigned because they have harmed a child or vulnerable adult. Similarly if we receive information that we think would mean that this individual may harm a child or vulnerable adult; we must inform the WAVESS scheme immediately.
13. We will encourage all of our members travelling on a vehicle borrowed through WAVESS to take a responsible approach in support of the driver, irrespective of whether he or she is a member of our organisation.
14. We will treat all vehicles which belong to other organisations with respect. If we return the vehicle in an unreasonably unclean state (which cannot be attributed to road conditions or similar) or the vehicle is returned damaged due to our misuse of the vehicle, we will be responsible for the full costs of cleaning and/or repair.
15. If we have an accident whilst using WAVESS vehicles, we will pay the lender's insurance excess or the full cost of repair, whichever is less.
16. We will inform WAVESS directly of any problems arising from our use of the vehicle, including breaking down, accidents, damage and any incidents involving traffic police or speed cameras.
17. If we have an accident or breakdown whilst using the borrowed vehicle, we will refer to the accident/breakdown instructions and contact information supplied with/in the vehicle.
18. We will promptly pay the invoice(s) we receive from WAVESS for the journey(s) we make through the scheme.
19. We will report any problems or grievances relating to the scheme to WAVESS.
20. We accept that we are liable for all tolls relating to the use of WAVESS vehicles (e.g. congestion charge, toll charges) and also any fines incurred whilst the vehicle is in our care (e.g. parking, speeding or other road traffic offences).
21. We must only use trailers or roof racks supplied by vehicle lenders.
22. We are aware of and accept arrangements regarding the lender organisation's responsibilities, outlined below.

**When lending a vehicle through WAVESS:**

23. We will fully complete, sign and return a WAVESS Vehicle Application Form for each vehicle we want to make available to the WAVESS vehicle pool. (Meeting the requirements specified on this form will mean that our vehicle(s) has fully comprehensive insurance with Vehicle Sharing; our vehicle(s) is legally and functionally roadworthy, with a valid tax disc and MOT certificate and our vehicle(s) has valid breakdown cover.)
24. We will rectify any faults on our vehicle promptly and correctly (these faults are identified by drivers on a Driver Walk-Round Checklist form supplied to them by WAVESS.) We need to receive this form (and vehicle keys) from the driver when they return our vehicle – either in person or by a prior arrangement that the borrower has made with you (e.g. leaving the form in your vehicle).
25. We will not attempt to make our vehicle available through WAVESS if there are any changes (including expiration) to our insurance, M.O.T., road tax or any other operational requirements which have legal implications for borrowers or drivers without notifying WAVESS and supplying photocopies of any replacement documentation. We will also not attempt to make our our vehicle through WAVESS if there are any changes in our breakdown cover (including expiration) which haven't been notified to WAVESS.
26. We will notify WAVESS of any changes in the availability of vehicles we have registered to the scheme.

27. When a booking has been arranged, WAVESS will send us a WAVESS Booking Confirmation form. If we find that we no longer can provide our vehicle as agreed, we will notify WAVESS at the earliest possible opportunity. If we are unable to contact WAVESS for any reason, we must notify the borrower directly. If we wish to cancel the booking having received our WAVESS Booking Confirmation form we will be liable to a cancellation fee equal to the sum of the administration fee normally levied by WAVESS for each WAVESS booking.
28. We are aware that we will need to complete the Vehicle Condition and Features Form with WAVESS drivers prior to handing the vehicle over to a borrower. Having completed this form, this should be jointly signed by us and the driver (i.e. either the borrower's 'own' driver or a WAVESS pool driver if the borrower does not have their 'own' driver.) This form should be kept safely by us for reference.
29. We will ensure that vehicles are available for collection and received back from the borrower as agreed with them.
30. We will provide vehicles to borrowers with a full tank of fuel.
31. We will send in a copy of the Driver Walkround Checklist form to WAVESS promptly following the provision of our vehicle to each vehicle borrower. This will allow WAVESS to invoice the borrower of our vehicle. The vehicle charge we will advise WAVESS of will be determined by us based on vehicle costs only (i.e. running costs & depreciation). The charge will be entirely not for profit.
32. We are responsible for supplying School Bus signs to borrowers carrying children on a school-related activity and we also are aware that the WAVESS scheme requires our vehicle to be equipped with the following before being used in the scheme: fire extinguisher, first aid kit, seat belt signs, no smoking signs, hi visibility vest, seat belt cutter and emergency 'break glass' hammer (if you do not have this equipment for our vehicle(s) please contact WAVESS – we will do what we can to assist you with providing this equipment.)
33. We will report any problems or grievances relating to the scheme to WAVESS.
34. We are aware of and accept arrangements regarding the borrower organisation's responsibilities, outlined above.

**Please note:**

- **Members and vehicles will be accepted onto the scheme at the discretion of WAVESS.**
- **WAVESS reserves the right to terminate membership if a member acts in breach of any of the standards laid out in the WAVESS Membership Charter or in a manner in which WAVESS feels is improper in any way.**
- **WAVESS will strive to ensure that vehicles in the scheme are roadworthy; however WAVESS cannot guarantee the roadworthiness of vehicles at all times.**
- **WAVESS will endeavour to fulfil brokerage requests from members who give at least 14 days notice. However, WAVESS does not guarantee that a vehicle and/or driver will be found for your journey.**
- **WAVESS will endeavour to assist all members with the management and/or use of vehicles through the scheme when requested.**
- **At no point does Community First accept responsibility or liability for any injury sustained to individuals connected with the WAVESS scheme or death of individuals connected with the WAVESS scheme as a result of their involvement with the scheme.**

**Declaration**

As an authorised representative of the above named Organisation, I have read and fully understand the requirements of this WAVeSS Membership Charter.

Our organisation therefore fully agrees to abide by these criteria in full while participating as a member of the WAVeSS scheme and accept that our continued membership is subject to the observance of these criteria. If we have any reason to doubt our ability to observe these criteria, we will notify WAVeSS immediately.

We also confirm that the information given about our not-for-profit status is true and accurate.

Organisation: .....

Name of Representative: .....

Position within Organisation: .....

Signature of Representative: ..... Date: .....

Please return this form by fax (01380 728476) or post (Community First, 'Wyndhams', St. Joseph's Place, Devizes, SN10 1DD)



Community First, 'Wyndhams', St. Joseph's Place, Devizes, SN10 1DD  
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