



BSEVC, a registered Charity (1004191), based in Stowmarket at Red Gables have a 15 seat minibus available for group use by local organisations and Charities.

We have put together some frequently asked questions but please contact us for further information, or to book on 01449 614271 or by email to [bookings@bsevc.co.uk](mailto:bookings@bsevc.co.uk)

### **Safety First.**

Our vehicle is fully insured with a current MOT. The vehicle undergoes a regular 10 week safety inspection and the driver completes a safety check before and after each use. All our drivers have a MiDAS qualification which is refreshed every 3 years. BSEVC has full public and employee liability. All our insurance and vehicle documents are available to view on request. All of our drivers have up to date enhanced DBS checks.

### **Who can book and use the vehicle?**

Any constituted community group, registered Charity, community interest company or education establishment. We are unable to offer this vehicle for use by private organisations.

### **Who drives the vehicle?**

One of our volunteer drivers all of whom have undergone specific training to drive this vehicle.

### **What if we have our own driver?**

For groups who want to use the vehicle on a regular basis your driver can become a volunteer with BSEVC and then drive for your group. Your driver must have an up to date MiDAS qualification to drive this vehicle.

### **How much does it cost to use it?**

- £35 per booking + VAT = £42.00, this includes your first 35 miles
- 70p per mile + VAT = 84p for each additional mile thereafter
- £10+VAT = £12 for a volunteer driver (half day) £20+VAT = £24 (full day)
- 50p (no vat) per passenger

Please note that mileage is calculated from the vehicle's base, your journey and return to base at IP14 1BE.

**How do we pay for use?**

We send you an invoice. You can pay this in a number of ways, the information will be on the reverse of the invoice you receive. You will need to pay for any parking fees on your trip on the day.

**Why do you charge us for a volunteer driver?**

This charge covers the volunteer's out of pocket expenses for his/her journey to collect and return the vehicle to its base and any refreshments or meals/snacks.

**What is the 50p per passenger charge?**

This charge is to cover the cleaning costs of the vehicle.

**When is the vehicle available?**

Daytime, evenings and weekends although it depends on the availability of our volunteer drivers.

**What about accessibility?**

The vehicle is fitted with a side step for access and a tail lift for wheelchair users or those with mobility difficulties. If you have wheelchair users in your group the number of available standard seats will reduce to accommodate wheelchairs up to a maximum of two wheelchairs. Passengers may remain in their chair or transfer into a seat. Please call us to discuss how this would work for your group.

**Are there any restrictions on where we can go?**

Most groups use it for local trips within Suffolk or over the borders to Essex, Cambridgeshire and Norfolk. We have strict guidance of driving times so please contact us if your journey will be over a longer distance. Anything over 2 hrs driving time we will need to ensure appropriate driver breaks.

**How do I find out more or make a booking?**

Please call us on 01449 614271 or email [bookings@bsevc.co.uk](mailto:bookings@bsevc.co.uk)

We look forward to hearing from you.

BSEVC - Transport Team

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