



St James and Bartonsham Car Club Terms and Conditions

1. Definition of St James and Bartonsham Car Club

St James and Bartonsham Car Club (SJBCC) is an Unincorporated Voluntary Organisation, which exists to reduce the Carbon Emissions associated with transport and to provide a cheaper, more resilient transport system for those with low car use. It is run by, and for, its members. The club runs cars that vary in size and are practical work/business/holiday vehicles.

2. Joining SJBCC

Individuals/households wishing to join must initially attend a SJBCC meeting (or meet with the Chair/Secretary if it needs to be sooner), bringing the paper part of each driver's licence and knowing their driving record with regard to any past accidents, insurance claims or convictions. This is required for insurance purposes. A separate Joining Form must be fully completed for each member of the household who wishes to drive the cars.

3. Summary of responsibilities of all Members

- a. Note meeting dates, attend at least one in three meetings, and send apologies when unable to attend
- b. Take on an active voluntary role within the group at some point during membership
- c. Fill in the time/mileage log fully when using a vehicle (including reporting any problems to the vehicle 'Keeper')
- d. Return the vehicles in a clean condition with the fuel tank at least a quarter full
- e. Pay bills within the month (and report any payment difficulties to Treasurer as soon as possible)
- f. Pay penalties&fines (eg for parking, speeding, other driving contraventions) arising from their use of the vehicle (SJBCC is responsible for any fines associated with the taxation, insurance and MOT of the vehicle, providing that the member's licence status remains within the insurance conditions)
- g. Pay any insurance excess arising from an incident that they are responsible for
- h. Pay full vehicle/third party damage costs if their licence has fallen outside of the insurance conditions

- i. Update Membership Secretary with any change to contact details
- j. Update Fleet Secretary with any changes to driving licence status (points, address/name changes , any other changes)

Further details on each of these areas is detailed below.

4. Vehicle locations

Vehicles are based in different locations across the St James area. Each vehicle is based with/near a member of the SJBCC who is the 'Car Keeper' for the vehicle, and must be parked as near to the keybox as possible.

5. Booking cars

Bookings are made on the online calendar or through a Bookings Administrator in the event that they do not have access to the internet. The online calendar shows all the vehicles' current bookings, and members can book cars online themselves/change their own bookings as necessary. Members cannot alter other members' bookings. Bookings can be swapped by mutual agreement – this is voluntary on both sides.

Contacting bookings administrators: phone/email/text can be used. The main Bookings Administrator should be tried before trying the back-ups. Out of courtesy, please don't ring before 7am or after 9pm.

There will be times when a member can't get a car, and the Car Club will keep a record of disappointed bookings/members. This information is required for regular reviews of the utilisation/number of vehicles.

6. Costs of Vehicle Use

After initial grant assistance, the aim is for the car club to be totally self-financing for the tax, insurance, repair and replacement of vehicles, breakdown cover, depreciation and running costs.

There is an **initial members' joining fee of £20** (per member household) and a **monthly fee of £6** per member(or household). Members are then **charged for each time they use a vehicle**. This cost is broken down into two parts:

- **A time-based rate (by the hour or day)** - to contribute towards replacement, tax, insurance, servicing, repairs etc
- **a 'mileage' rate (per mile)** - to cover petrol/oil and contribute towards mileage related wear and tear items like tyres and brakes.(This mileage rate will be adjusted for different vehicles if they have a very different MPG)

Members put fuel into cars as necessary and are reimbursed for this monthly (ie. this is taken off their monthly bill).

The current Charging Structure is displayed on our website or available from the Chair/Secretary. Charges are subject to change, by agreement of a members' meeting.

7. Insurance cover and who can drive the cars

Only car club members can drive the vehicles (unless in an emergency).

Our insurance is for any driver over 21 with a full driving licence. They need to have a good record with no more than six points on the licence and no more than one accident in last 4 years. No provisional (learner) drivers are permitted to drive SJBCC vehicles. If any member has an accident that is their fault, they will be charged up to a £250 excess. Further details regarding terms of insurance can be obtained from the Fleet Secretary.

All members' licences are checked on joining, and yearly after this point. Any member who has not updated the car club with any changes to their licence (eg points, address/name changes or any other changes) since joining is liable for any vehicle damage costs in the event that their licence/driving history has fallen outside of the insurance restrictions, as this will cause their cover not to be valid.

8. Using SJBCC Vehicles

a. General

Smoking is not allowed in the cars.

Vehicles are to be left clean and tidy after use. Please use covers if you have a dog. One car is a 'dog-free' car.

b. Picking up/returning a vehicle

A vehicle is picked up from and dropped off as near to its keybox as possible, unless otherwise agreed by the next user. The next user is visible on the online calendar. Keybox codes will be made known to members on joining. This code must not be disclosed to non-members. (The 'Keeper' of each car will also keep a spare key to each car). When returning the key to the keybox, if the car is not easily visible from the keybox address, members should mark in the notebook where the car is situated (eg street name and house number) for the next user.

c. Recording mileage and time

When members use a vehicle, it is their responsibility to record their mileage on the time/mileage log sheet kept in each vehicle (details recorded: name, start date/time/mileage, and end date/time/mileage). Members are also responsible for checking the car's cleanliness/suitability to drive when they use it. There is a space in the log sheet for comments on any vehicle problems/faults. The car's 'Keeper' must be

advised directly of any major faults. Miles driven when delivering vehicles to repairers should be recorded and booked to SJBCC.

d. Refuelling cars

Members put fuel into cars as necessary and are reimbursed for this monthly (ie. this is taken off their monthly bill). Vehicle fuel tanks must always be left at at least a quarter full. When members put in fuel, they must record the cost/litres on the in-car log sheet, and leave the receipt in the folder provided. If anything else vehicle-related is purchased, (eg oil) this must also be recorded and the receipt left in the folder.

e. Vehicle breakdown/maintenance/repair

We use local garages as first-line for repairs/maintenance/tyre replacement, unless a vehicle is still covered by a warranty from another garage. SJBCC cars have full breakdown recovery cover– details are in each vehicle in the log/information folder in each car.

Repairs Emergency repair work can be done immediately. Small repairs (under £100) can be done without consultation. Larger repairs should wait for approval at a car club committee/members meeting, but if urgent, two independent car pool members (ie. not a partner/relative) must be consulted first. Generally the 'Keeper' of a vehicle arranges any repair work, once it has been approved.

Maintenance: The 'Keeper' of the car is responsible for arranging MOTs, and for doing general monthly maintenance checks – using the checklist which is held in the car. Between the monthly checks, members are responsible for checking the car's condition before they use it.

9. Paying for car use

Monthly car use charges: On the first few days of the month, the 'Keeper' of each vehicle Charges Administrator uses the hours and mileage figures for the vehicle for the month (taken from the online calendar and in-car log sheets) to produce an invoice for each member's car use during the previous month. Invoices are emailed to each member. Members should pay their bill as soon as possible (ideally by bank transfer, with a confirmation email). Payment or confirmation emails should be sent to the Treasurer.

Monthly membership fee: We expect members to set up a Standing Order for their monthly subscription in order to ensure good cash flow and reduce administration time. Membership can also be paid yearly if preferred. Please send payment by BACS (with a confirmation email to Treasurer) / cheque to the Treasurer.

Bank details are available from the Treasurer/Secretary on joining the club.

10. Meetings/running the car club

Members are expected to attend *at least* one out of three meetings, with the aim that this will enable trust and mutual respect (for property and for members' needs) to develop and be maintained between members of the group.

Meeting dates and times are arranged at the end of the previous meeting or by email, by the Secretary/Chair. They will usually be on a weekday night and will not last longer than one and a half hours. Meeting schedule is as follows:

SJBCC Members Meetings: every two months

SJBCC Committee Meetings: every two months (between Members' Meetings).

An AGM happens once a year in September, when there is a full review of the voluntary roles taken by members. Voluntary roles can also be reviewed/changed at any other time of the year, by agreement at a members/committee meeting.

All tasks (large and small) that are needed to run the car club are shared between members. All members are expected to take a part in this at some point during their membership, as it is the voluntary aspect of the car club that keeps charges at a minimum. Voluntary roles within the club are detailed below.

11. Specific voluntary roles

Members volunteer for the following roles (and other roles may be developed depending on need/members' skills):_

Chair The Chair meets and talks to potential new members, organises and chairs meetings and is a main point of contact/representative of the Car Club.

General/ Fleet Secretaries

These Secretaries are keepers of all SJBCC car-related records, maintain the documentation necessary for assisting the members to use the cars, receives general enquiries and carries out all general administration.

Bookings Administrator

The Booking Administrator's job is to accept bookings for members who have checked the online availability calendar, and to check availability and book for those who cannot check online first.

Charges Administrator

The Charges Administrator prepares a monthly spreadsheet of what's owed by or to members, using the log sheets of miles and time sent in by the vehicle Keepers, and emails (or sends) invoices to members.

Treasurer

The Treasurer receives and banks payments from members, makes payments for items not paid directly by the members. They maintain record books of the above and prepare cash flow and necessary accounts for the monitoring of the Clubs finances.

Vehicle 'Keepers'

The vehicle 'Keeper' oversees the condition of the vehicle and arranges for it to go to the garage when necessary. They hold a spare key for the vehicle.

Membership Secretary

The Membership Secretary is keeper of all SJBCC membership records, updates membership details when necessary, and carries out administration for newly joining members. May also meet new members with the Chair.

Car Cleaning Coordinator and car cleaners

Cars are cleaned on at least a monthly basis, and the Coordinator updates and circulates the rota between members who have volunteered for this role.

Minute Taker

The minute taker at a meeting reads/summarises the last meetings minutes and then takes meeting minutes (i.e. points of information, decisions made, action points), and circulates minutes to all members via email. This could be a shared post.

SJBCC Terms and Conditions

Last revision date: January 2016 (RS)