

**WHEELS TO WORK**

**SCHEME HIRE AGREEMENT**

This agreement is between Community First (CF) and the *user*, or if the *user* is under 18 years of age, the *user's* representative. The initial period of this agreement is for three or six months. The maximum loan period will be 12 months.

**Purpose of the loan**

1	The prime use of the machine will be to access employment/vocational training (full or part-time) or to attend interviews as specified in the application.
2	The <i>user</i> must provide details of employment or training, which will be checked by CF.

**Prior to the loan**

3	CF will provide a moped and pay for tax, insurance and breakdown cover.
4	CF will pay for a helmet and lock; there will be a nominal fee of £45 for gloves and jacket which may be added to the hire charge if required.
5	The <i>user</i> must hold a current driving licence (this may be provisional).
6	The period of loan may only commence upon completion of a Compulsory Basic Training (CBT) course. If the applicant doesn't hold a valid CBT certificate, this will be arranged and paid for by CF ( <i>once</i> ).
7	The <i>user</i> must pay a deposit of £100.

**During the loan**

8	Weekly hire charges:		
	Age of hirer	50cc moped	110cc or Horwin electric
	Under 21	£24.00	£26.00
	21 or over	£24.50	£27.00
9	The <i>user</i> will be responsible for the day-to-day maintenance and safety of the machine, which <b>must</b> be kept in a clean, tidy and roadworthy condition. Spot checks will be carried out.		
10	The <i>user</i> will be responsible for ongoing expenses such as petrol and oil. Electric models must be charged on a daily basis to maintain battery performance.		
11	The moped will be regularly serviced through CF.		
12	The <i>user</i> <b>must</b> report faults to the Wheels to Work Co-ordinator at CF straight away.		
13	The <i>user</i> will be charged £25 for breakdown recovery where the problem is due to user negligence.		
14	The moped will be supplied with a starting key, the <i>user</i> is responsible for the safekeeping of the key and will be charged £30 if it is lost or not returned with the moped at end of their hire period. The security chain must also be returned, loss of padlock keys or non-return of chain will incur a charge of £15.		
15	The <i>user</i> will be responsible for all fines incurred during the loan period.		

**Use of the machine:**

16	The machine must NOT be loaned to any other <i>user</i> .
17	The machine must NOT be used to carry passengers at any time.

18	The machine <b>MUST</b> be ridden according to the rules in the Highway Code at all times.
19	The machine must <b>NOT</b> be used off-road at any time.
20	The <i>user</i> must <b>NOT</b> drink alcohol & ride, nor ride under the influence of any other drug.
21	The <i>user</i> will be responsible for compliance of the law at all times.
22	50cc machines must <b>NOT</b> be de-restricted for any reason.

## Insurance

23	<i>CF</i> holds the policy documents and certificate of insurance. The <i>user</i> is not insured to ride any other machine that is not allocated to him/her by the scheme.
24	The Insurance policy is “Comprehensive”, and potentially provides cover for: accidental damage, fire, theft, damage to third parties & their property, public liability, legal expenses, limited medical expenses (up to £250), and limited personal effects (up to £150).
25	If required by the police to present evidence of insurance, the <i>user</i> should refer them to the Wheels to Work Co-ordinator at <i>CF</i> .
26	The <i>user</i> is responsible for the security of the machine. The machine is supplied with a lock which <b>must</b> be used at all times; in the event of an attempted theft where the bike is unlocked, the <i>user</i> will be required to cover the costs of any repairs. Every effort should be made to keep the machine in a locked building or under cover at night and in a safe location at all other times.
27	Insurance cover is subject to a £250 insurance excess can be reclaimed from the hirer in the event of an own fault claim.
28	The <i>user</i> will pay the repair costs for any damage caused through negligence (e.g. failure to top up oil) or wilful misuse (e.g. riding off road) while the moped is in their care. Other repair costs to ensure the moped is road worthy will be covered by <i>CF</i> .

## Safety

29	The <i>user</i> must wear the supplied helmet, gloves and jacket at all times. Stickers must not be attached to the helmet under any circumstances.
30	The wearing of safety clothing is the responsibility of the <i>user</i> ; it is strongly advised to wear protective trousers and strong boots. Head lights <b>MUST</b> be on at all times when riding.
31	The <i>user</i> must adhere to the CBT and also participate in a free Risk Assessed Safety Ride at the start of the loan.

## Contact with the scheme

32	The <i>user</i> <b>MUST</b> inform the Wheels to Work Co-ordinator in the event of any incident, accident, mechanical fault, breach of the road traffic act, or request by the police for documentation.
33	The <i>user</i> <b>MUST</b> inform the Wheels to Work Co-ordinator in the event of any changes in circumstances, e.g. change of address, bank/card details, mobile or phone number, change of employer or conviction.
34	The <i>user</i> <b>MUST</b> maintain at least monthly contact with the Co-ordinator including providing mileage when requested.

## Termination of loan

35	At the end of the loan period the deposit will be returned less the cost of any repairs due to negligence, <b>additional charges may apply</b> .
36	It is the <i>user</i> responsibility to return the machine to the garage at the end of the hire. If collection of the bike is necessary the cost will be charged to the <i>user</i> .
37	If the <i>user</i> returns the machine within 8 weeks of commencement of hire then the deposit will be retained by <i>CF</i> to help offset costs.
38	If you have paid your deposit and then withdraw from the scheme, unworn equipment must be returned and <i>CF</i> will retain 50% of your deposit to cover any costs incurred.

**CF retains the right to withdraw the loan at any time, without notice, for any of the following reasons:**

The <i>user</i> fails to ensure sufficient funds are available for weekly hire charge payment
The <i>user</i> is not looking after the bike correctly
There are concerns about the <i>user's</i> driving ability and safety awareness
The moped is used at any time by anyone other than the <i>user</i>
The <i>user</i> fails to comply with the law
The <i>user</i> ceases employment or fails to seek/find employment
Any payments due from the <i>user</i> are in arrears
The <i>user</i> fails to keep to the contact requirements
Any other reason deemed justifiable by CF

Driving licence number.....

Expiry date ..... Country of issue .....

**I agree to abide by the terms and conditions listed.**

Name.....

Signed ..... Date .....

The information given will be kept for the purposes of maintaining our Wheels to Work administration. **Please tick the boxes below to give your consent** on how we will communicate with you and use your personal information.

I give consent to my information being kept on Community First's (CF) system for administrative purposes.

I give consent to receiving emails, mail, social media posts containing information on Wheels to Work and updates.

I give consent for CF to share my personal data with external organisations, should it be necessary for the purposes of delivering this service to me.

***To be signed if user is below 18 years of age:***

I ....., being the parent/guardian/guarantor of .....  
agree to him/her participating in this scheme and will endeavour to see that he/she complies with the terms and conditions.

Signed ..... Date .....