



# **Kington Car Share Club: Agreement for Members**

## **General**

**The following notes offer information to members or prospective members and form a basis of an agreement between KCSC and the people participating in the club.**

The Kington Car Share Club (KCSC) 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. The club aims eventually to operate more than one car to cover practical work/business/holiday vehicles. A good balance of car pool members to vehicles to both will be required for good overall utilization and reasonable availability to meet members' requirements. Our first car is a VW Passat diesel that has been donated to the club by a member. Ultimately, the club wish to move towards use of electric vehicles (EVs). Our first vehicle will be based centrally in Kington, in the car park of the Oxford Arms. Further vehicles will be located to cover the needs of the town population. Cars based near a member of the car pool will be looked after by a member near that location, designated the 'keeper' of the vehicle. We hope that eventually cars will be parked in council-designated parking spaces, but until then cars will be based as near to the keeper/key box as is possible. Bookings are made (by email/telephone/text) through a Bookings Administrator, after the member has viewed the online calendar to ascertain availability.(The Bookings Administrator will check the diary for those who cannot access internet).

**Insurance** is currently for any driver from aged 25 with a good record (no more than six points on licence, no more than one accident in last 4 years) but KCSC a are hoping to decrease this to 21 when the club are in a position to acquire a second car. If a member has an accident that is their fault, they will be charged to the excess stipulated by the insurance.

### **1. Joining KCSC**

People wishing to join must initially attend a KCSC a meeting (or meet with an officer of the club if it needs to be sooner), bringing the paper part of their driving licence and knowing their driving record with regard to any accidents, insurance claims or convictions. This is required for insurance purposes.

### **2. 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 £5** 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
- **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 running costs are markedly different.
- See current Charging Structure for hourly/mileage rates.
- Members put fuel into cars as necessary and are reimbursed for this monthly (ie. this is taken off their monthly bill).
- Charges are subject to change, by agreement of a members' meeting. However, mileage rates may increase between meetings if fuel prices increase dramatically.

### 3. **Who is eligible to drive?**

Only car club members can drive the vehicles (unless in an emergency).If another member of your household needs to drive the car in an emergency, please contact the Chair or Secretary. Otherwise, they should apply to be members as normal.

### 4, **How to book a vehicle**

All members can view an online calendar, which shows all the vehicles' current bookings, and can book cars online themselves/change their own bookings as necessary. If you have no internet access, or are not confident in doing this, please contact the Booking Administrator directly who will book a car/change a booking on your behalf. There will always be a back up Booking Administrators so that cover is available. Please try the main Bookings Administrators before trying the back up ones. Out of courtesy, please don't ring before 7am or after 9pm.

There's no obligation to say what your booking is for (although we do ask for a very brief record type of use on the log sheet in the car – purely for our own monitoring of members' needs/usage of cars). Bookings can be swapped by mutual agreement, unless this is within 24 hours of the booking– however, if there is a highly justifiable reason the Booking Administrator can waive the fees.

There will be times when a member can't get a car, and the Bookings Administrator will keep a record of disappointed bookings/members will be asked to report repeated disappointed bookings - this is important information for regular reviews of the utilisation/number of vehicles.

## **5. Using a KCSC a vehicle**

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.

## **6. Picking up/returning a vehicle**

- A vehicle is picked up from and dropped off in the parking area by the keybox. (see Car Locations and Keyboxes), unless otherwise agreed by the next user. The next user is visible on the online calendar.
- When returning a vehicle, please leave the petrol tank at least a quarter full - the next member may be starting early, before petrol stations are open.
- Return the key to keybox, and if the car is not easily visible from the keybox address, mark in the notebook where the car is situated (eg. street name and house number) for the next user.
- Keybox codes will be given to members on joining. The code must not be disclosed to non-members. The 'Keeper' of each car will also keep a spare key to each car.

## **7. Recording your mileage and time**

When you use a vehicle, it is your responsibility to record your mileage on the time/mileage log sheet kept in each vehicle: this will include your name, start date/time/mileage, and end date/time/mileage. If you put in fuel, record the cost/litres and leave the receipt in the folder provided. (If you ask for a VAT receipt, the litres as well as the cost will be stated on it). If you purchase anything else (e.g. oil) please record this and leave the receipt. There is also space in the log sheet for comments on any vehicle problems/faults. Please advise the car's 'Keeper' directly of any major faults. We also ask for a very brief description (using the codes given) of the use of the car/ number of passengers, as we would like to monitor how the cars are used, what our members' needs are, and how much car sharing occurs. Miles driven when delivering vehicles to repairers should be recorded and booked to KCSC.

## **8. Vehicle breakdown/maintenance/repair**

For simple repairs, using local garages in Kington will be the norm. For more serious repairs Gordon Coppock has agreed to liaise with a Hereford garage that has maintained the car share car in the past.

### Breakdown

KCSC cars have full breakdown recovery cover– details are in the vehicle in the log/information folder.

### 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 meeting, but if urgent, two car share officers must be consulted. Generally the 'Keeper' of a vehicle arranges any repair work, once it has been approved.

### Car 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.

(As a precaution this should also be done by the driver before any long trip)

### **9. Paying your bills**

Car use charges: On the first few days of the month, the 'Keeper' of each vehicle provides the Treasurer with the hours and mileage figures for the vehicle for the month (in-car log sheets). The Charges Administrator will then email all members an invoice for their car use over the previous month. Members should pay their bill as soon as possible (ideally by bank transfer, with a confirmation email to the Treasurer). Payment or confirmation emails should be sent to the Treasurer.

Monthly £5 membership fee: We expect members to set up a standing order for their £5 monthly subscription in order to ensure good cash flow and reduce administration time. Membership can also be paid as £60 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.

### **10. Meetings/running the car club**

- All tasks needed to run the car club are shared between members.
- Members meet once every six to eight weeks (KCSC Member's Meeting). Committee members meet every six to eight weeks (KCSC Committee Meeting), between Members' Meetings. An AGM happens once a year in early June.
- Members are encouraged to attend at least one out of three meetings, and it is hoped 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.
- At least twice a year there will be a Special Member's Meeting/Committee Meeting where there is a fuller review of need for replacement vehicles, utilisation and expansion /contraction of the fleet &/or members, availability/disappointment record and or whether sufficient funds are being accumulated. Also for a review of roles and an opportunity for a possible rotation of roles.

### **Roles and responsibilities**

All members are responsible for:

- Noting the date of the next meeting and attending
- Filling in the time/mileage log fully when using a vehicle (including reporting any problems to the vehicle 'Keeper')
- Checking how much they owe and making arrangements to pay
- Making sure they know and understand how much it will cost them to use the vehicles

- Returning the vehicle in a clean condition with the tank at least a quarter full.
- Any penalties, fines arising from their use of the vehicle (KCSC is responsible for any fines associated with the taxation, insurance and MOT of the vehicle).
- Paying any insurance excess arising from an incident that they are responsible for.

In addition, members volunteer for the following **KCSC Committee** roles:

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.

**Bookings Administrator (currently Gordon Coppock)**

She/he 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 (currently Maureen Titterington)**

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

**Vehicle 'Keepers' (currently Nick Nicklin)**

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.

**Chair (currently Peter Frost)**

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.

**Secretary (currently Nancy Frost)**

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. This could be a shared post.

<b><u>New Member Declaration</u></b>	<b><u>Member Checklist By KCSC Officer</u></b>	<b><u>√ or X</u></b>
<b><i>I hereby agree to the Agreement of Members Above:</i></b>	<b><i>Over 25→</i></b>	
<b><i>Signature-</i></b>	<b><i>Good Driving record→</i></b>	
<b><i>Date-</i></b>	<b><i>Good accident record→</i></b>	
<b><i>As witnessed by KCSC Officer:</i></b>	<b><i>No Claims %→</i></b>	
<b><i>Signature-</i></b>	<b><i>Agrees to abide by membership rules, as stated in agreement form→</i></b>	
<b><i>Date-</i></b>		