GROUP MEMBERSHIP APPLICATION FORM
£50 ANNUAL MEMBERSHIP FEE

NAME OF ORGANISATION:
ADDRESS:
POSTCODE:
TEL:
E-MAIL:
NAME OF AUTHORISED REPRESENTATIVE:
POSTION HELD:
TEL:
E-MAIL:
WHO IS RESPONSIBLE FOR PAYING INVOICES WITHIN YOUR ORGANSIATION?
NAME:
POSTION HELD:
TEL:
E-MAIL:
Invoices will be sent electronically & are payable within 30 days

ORGANISATIONAL STATUS (Please answer every question)		
IS YOUR GROUP:	YES	NO
PROFIT-MAKING?		
A COMMUNITY/VOLUNTARY GROUP?		
A STATUTORY BODY?		
A REGISTERED CHARITY? (PLEASE STATE REG CHARITY NO. BELOW)		

OUR MINIBUSES MAY ONLY BE USED BY GROUPS INVOLVED IN ONE OR MORE OF THE ACTIVITIES LISTED BELOW. (Tick those with which your group is concerned)			
Education		Religion	
Recreation		Social welfare	
Other activities of benefit to the community? (Please specify below):			

AIMS OF YOUR ORGANISATION (Give brief details)

FOR NEW MEMBERS ONLY

What type of transport does your group use at present?

Why is this method of transport no longer appropriate?

PEOPLE WITH WHOM YOUR ORGANISATION IS CONCERNED
(tick as many boxes as are relevant)

People with a physical disability		People with dementia	
People with a learning disability		Elderly people	
People with mental health difficulties		Pre-school groups	
People from ethnic minorities		Youth groups	
People with an alcohol related illness		Womens groups	
People with a drug related illness		Health groups	
People affected by HIV or AIDS		Other (give details below)	

EQUALITY INFORMATION
CDM Community Transport is fully committed to meeting its obligations on the promotion of equality and good relations as set out in Section 75 of the Northern Ireland Act 1998. For this reason, we need to know certain details about the users of our services. This information will NOT be used outside CDM Community Transport to identify you personally. The Department for Infrastructure (DfI) is keen to collect information on the members of CDM Community Transport for equality monitoring and statistical purposes. As a result, we are asking you to answer the following questions. However you do not have to answer them.

THE PEOPLE OF OUR GROUP ARE *MAINLY* **(Having a DEPENDANT is when you have personal responsibility for the care of a child, elderly person or person with an incapacitating disability)**			
People with Dependents		Both	
People without Dependents		Not known	

THE PEOPLE OF OUR GROUP ARE *MAINLY* AGED			
Pre-school (0-4)		Primary (5-11)	
Youth (12-17)		Adult (18-59)	
Older People (60+)			

THE PEOPLE OF OUR GROUP ARE *MAINLY*			
Male		Diverse Gender	
Female			

THE PEOPLE OF OUR GROUP ARE *MAINLY*			
People With Disability		Both	
People Without Disability		Not known	

THE PEOPLE OF OUR GROUP ARE *MAINLY*			
Protestant		Of Other Religions	
Roman Catholic		Diverse	
Both Protestant and Roman Catholic		None of the above	

DECLARATION

Our organisation agrees to abide by the terms and conditions as set out in the CDM Community Transport Group Hire, Driver Responsibilities & Conditions of Hire Policy, and we understand that any breach of these conditions may result in our group being expelled from membership. We understand that CDM Community Transport is registered under the Data Protection Act and we consent to CDM Community Transport holding the above information about our organisation. We understand that this information will **NOT** be used outside CDM Community Transport to identify individual members but that statistical type data may be forwarded to the Department of Infrastructure (DfI), for future research purposes

SIGNED:

NAME:

POSITION: **DATE:**

FOR OFFICE USE ONLY			
Approved By:		Added Sage/Flexi	
M/Ship Fee Rcd M/Ship Number		Conditions of Hire Declaration Received	

CHARGES - April 2026

CDM Community Transport is a membership-only service, which provides accessible transport to registered individuals or non-commercial groups/organisations based within the Cookstown and Dungannon areas.
All bookings MUST be made through the office.

Membership Fees		**Cancellation Fees**	
Individuals – Non-Smart pass	£15 annually	Individuals (DAL & DATS)	£5 Per Journey
Individuals – Smart pass Holders	£40 annually		
Individuals – Half Fare	£25 annually		

Dial A Lift (DAL)		**Disability Action (DATS)**	
Miles Per Journey	**Fare**	**Miles Per Journey**	**Fare**
0-5	£3.00	0-3	£3
5-10	£4.00	3+ Miles	£3 + 50p per mile
10-15	£5.00		
15-20	£6.50		
20-25	£7.50		
25-30	£8.50		
30+	£8.50 + 30p per mile		

**** TRANSPORT IS SUBJECT TO AVAILABILITY ****

- **Wheelchair users are required to ensure that wheelchairs have good brakes and a seat belt fitted**
- **If you require passenger assistance, a carer MUST travel with you**

Group Membership		**Group Hire Charges**	
Membership	£50 annually	Self-Drive	£1.20 Per Mile
		With-Driver	£16 per hour + £1.20 Per Mile (Mon- Friday 8am-6pm) £18 per hour + £1.20 Per (6pm Fri -Midnight Sun)
		Minimum Hire Charge	£50
		Overnight Charge	£25 Per Night
		Cleaning Penalty	£25

MiDAS Training			
Standard Including Certificate	£100 Per Driver		
Accessible (Wheelchair Restraint) Including Certificate	£100 Per Driver		

The prices listed above may be subject to change to meet increasing operational and service delivery costs.

Conditions of Group Hire and Driver Responsibilities Policy

1. Purpose

This policy outlines the responsibilities of organisations and their drivers when hiring vehicles from CDM Community Transport. Its purpose is to ensure that all vehicles are used safely, responsibly, and in accordance with legal and insurance requirements, while protecting the availability of vehicles for all service users.

CDM provides constituted groups, charities, and other non-commercial organisations across the Cookstown and Dungannon areas with affordable, accessible transport to support community participation and social inclusion.

Group hire is available seven days per week, subject to resource availability.

2. Agreement to Policy

This policy must be read and signed by:

- An authorised representative of the hiring organisation
- All authorised driver(s) responsible for driving for the hiring organisation

No vehicle hire will take place until this document has been signed and returned.

3. General Conditions of Hire

- All bookings must be made through the office (028 8676 7766)
- Bookings are only accepted from CDM members and must be made by authorised representatives
- Keys and hire packs must be collected from the office before 4pm
- Vehicles must be collected and returned at the booked times. Unauthorised early or late use will incur charges
- If unauthorised use prevents another group's booking, CDM may recover the vehicle and apply a £25 per hour surcharge plus recovery costs
- Less than 24 hours' notice for a "With Driver Hire" cancellation will incur a £50 minimum charge
- Vehicles must be returned clean; failure to do so will result in a £25 cleaning charge

- Organisations permitting an unauthorised or non-MiDAS driver to operate the vehicle may result in suspension of group or driver access
- Organsiations failing to report damage may result in suspension and administrative charges
- CDM may reject or cancel bookings that are inconsistent with CDM's aims, objectives, or rules
- CDM accepts no liability for losses arising from cancellations or changes
- Invoices must be paid within 30 days.
- The hiring organisation is responsible for all charges.
- Parking fines or penalties are the responsibility of the hirer
- Any prosecution arising from use of the vehicle is the responsibility of the driver
- Using the wrong fuel will result in full recovery and repair costs
- CDM may seek compensation if a vehicle is left unsecured

4. Driver Responsibilities

The authorised driver is responsible for the condition and control of the vehicle for the full duration of the hire period. This includes:

- Holding a valid driving licence and MiDAS certificate appropriate for the vehicle/passengers
- Drivers agree to be listed on CDM's Register of Approved Drivers.
- Reporting any changes to their licence or health that may affect driving
- Using the vehicle only for the agreed purpose of the hire

4 (a) Vehicle Condition Checks/Paperwork

Before taking the vehicle, the driver must:

- Complete a vehicle check
- Ensure adequate fuel, oil, water levels plus tyre pressure
- Complete the vehicle check sheet before leaving the depot, Mileage, Dates, Times, and Passenger Numbers must also be recorded.
- Record any visible damage on the Group Hire Log Sheet/take photos
- Immediately report anything that appears unusual or unsafe

Upon return, the driver must:

- Park vehicles in designated bays (Cookstown)
- Complete a final walk-round check
- Record any new issues on Group Hire Log Sheet

- Report any damage immediately to CDM staff

4 (b) Damage & Incident Reporting

If the vehicle is involved in an accident or sustains *any* damage however minor, the driver must:

- Inform CDM immediately by calling the emergency contact number on the hire pack
- Complete any required incident forms
- Provide accurate information
- Take photographs of any damage

Failure to report damage may result in investigation time and administrative costs.

4 (c) Charges for Damage

Where damage occurs and the driver is found to be at fault, CDM reserves the right to charge the hiring organisation the repair cost, up to £500. If the cost of repair is more than £500 it will be put through CDM's insurance and an amount equivalent to CDM's insurance excess will be charged to the hiring organisation.

Unreported damage may also result in additional charges and may lead to removal of driver authorisation.

4 (d) Restrictions on Vehicle Use

Vehicles must not be used for:

- Personal or commercial profit
- Private hire activities (e.g., hen or stag parties)
- Any illegal activities
- Any purpose not agreed at the time of booking
- Cross-border travel (not permitted under CDM's operating permit)

Commercial or profit-making organisations are not eligible for membership.

4 (e) Depot Return Instructions

Cookstown Depot:

- Post paperwork and keys through the main office letterbox
- Return the fob to the letterbox on fence beside gate

- Ensure the gate is closed

Dungannon Depot:

- Post paperwork and keys into the wall-mounted letterbox at the office door

4 (f) Vehicle Condition and Care

- Vehicles must be returned clean
- Tyre damage caused by kerbing or driving on a flat tyre will be charged to the hirer

4 (g) Conduct

- Driving under the influence of drugs or alcohol is prohibited
- Ensure the vehicle is driven safely and legally at all times - Dangerous driving is prohibited
- Drivers must not cause or permit damage to vehicles internally and/or externally
- Maintain appropriate passenger behaviour
- Smoking or vaping is not permitted. Persistent breaches may result in refusal of future hires.

4 (h) Monitoring

- Vehicles are equipped with dash cams, tracking systems, and CCTV for safety and incident review.

5. Compliance

Failure to comply with this policy may result in:

- Additional charges
- Suspension of hire privileges
- Termination of membership

Declaration

I confirm that I have read and understood the Conditions of Group Hire and Driver Responsibilities Policy and agree to follow the responsibilities outlined above.

Organisation Name: _____

Authorised Representative Name: _____

Signature: _____

Date: _____

PLEASE COMPLETE FOR SELF-DRIVE HIRING ORGANISATIONS

Authorised Driver 1

Name: _____

Signature: _____

Date: _____

Authorised Driver 2

Name: _____

Signature: _____

Date: _____

Authorised Driver 3

Name: _____

Signature: _____

Date: _____

Authorised Driver 4

Name: _____

Signature: _____

Date: _____

Authorised Driver 5

Name: _____

Signature: _____

Date: _____

Authorised Driver 6

Name: _____

Signature: _____

Date: _____