

Lerryn Area Minibus Association

Serving the Community - A guide for loan organisations

As a Community Transport Operator (CTO), LAMA helps to make good the shortfall in public transport within the Lerryn Area, which encompasses Lerryn, St Veep, St Winnow, Boconnoc, Lostwithiel and the districts that surround them. In addition to undertaking shopping and well-being trips, LAMA's minibus may also be loaned to Local Not-for-profit Organisations (LNOs) that provide a benefit to the community.

One of LAMA's objects is to cooperate with Nearby volunteer CTOs (NCTOs) to support one another in fulfilling each other's objects. Consequently, if a NCTO is unable to support one of its own LNOs due, for example, to another commitment or breakdown, then LAMA may loan its minibus to that Nearby LNO (NLNO) if it provides a benefit to the community.

All **forms** mentioned in this guide may either be obtained from the LAMA Booking Clerk, whose contact details are below, or else be downloaded from the LAMA webpage at <https://www.lerryn.net/local-groups/lerryn-area-minibus-association>.

Registration.

In order to borrow LAMA's minibus, LNOs and NLNOs must first register with LAMA to certify that:

- They are a recognised organisation (eg, part of a national body, such as a registered charity or service organisation, or a local self-help group that meets informally to improve the conditions of life for its members, or something in between).
- They operate on a not-for-profit basis (fees may be levied to cover costs, but all excess income must be used to further the aims of the organisation or returned to the community).
- They are based in LAMA's area of operation, or nearby as outlined in the introduction above.
- They provide a benefit to the community (eg, they are set up with social, health or charitable objectives).
- Their membership is open to all within the aims and constraints of their organisation (a useful indicator will be how someone new to the area might find out about and join the organisation).

Completing the attached **LAMA Vehicle Loan Scheme Registration Form** makes it clear that, in loaning its minibus to you, LAMA continues to fulfil its obligations under the Data Protection Act 2018 and the Transport Act 1985. The completed form should be returned to the LAMA Treasurer.

The registration form invites you to provide evidence of your qualifying status. This could include, for example, copies of or links to your: registration status, constitution, minutes, accounts, newsletter articles, publicity and advertising. The LAMA Treasurer will be happy to discuss how suitable evidence might best be provided in your situation.

Local Not-for-profit Organisations (LNOs). Once registered and on payment of £1 to purchase a share¹, LNOs will become an "authorised organisation" and a full member of LAMA. As such, LNOs may, if they wish, nominate someone to represent their interests at LAMA general meetings². All nominated individuals must each submit a **LAMA Membership Form** to the LAMA Treasurer. Please note that LAMA is a legal entity in its

¹ LAMA's shares are neither withdrawable nor transferable, meaning that members have no right to withdraw and receive in return the value of their share and members cannot transfer their share to another person or organisation. If an organisation ceases to be a member of LAMA, their share is forfeited and cancelled.

² Corporate bodies are recognised in law as a legal person and can act in their own name. Unincorporated bodies are unregistered groups of people who come together for a reason other than to make a profit. Unincorporated bodies may nominate up to 2 people to deputise for them in joint; ie, they will only be allowed to cast one vote, even if both deputies attend a meeting. Corporate bodies may nominate only one person to deputise for them.

own right and its members are only personally liable for the share capital they hold (ie, £1 only). Members are not liable for any debts, contracts and other liabilities that the association takes on. A copy of LAMA's rules and an overview of its constitution will be provided on request or may be downloaded from the LAMA webpage.

Nearby LNOs (NLNOs). NLNOs will typically be located within 25 miles of Lerryn, but be based outside the Lerryn Area. As such, NLNOs may not become a full member of LAMA, but they must pay a £1 registration fee. Upon LAMA's acceptance of their registration, NLNOs will become a "nearby authorised organisation".

Loan Agreement

When your organisation wishes to borrow the minibus, you should first check its availability with the LAMA Booking Clerk whose contact details are below. The Booking Clerk may also be able to offer help in finding a driver for your loan if you don't already have someone in mind. If the required loan dates are available, please complete a **LAMA Vehicle Loan Agreement** and return it to the LAMA Training Officer whose contact details are below. The loan agreement details the terms and conditions (T&Cs) that will apply to that loan.

The Transport Act 1985 does not allow us to carry members of the general public, but under Section 19 of the Act we are permitted to carry eligible passengers. The Training Officer will check that the purpose of your loan falls within the eligibility requirements of our operator's licence and insurance, and that the intended driver is trained, qualified and able to drive the minibus. This will likely require your driver to undertake a familiarisation trip in the minibus. If not already a LAMA Driver, your nominated driver will, on acceptance, become one and, as such, they may apply for LAMA membership as an individual. Once everything has been checked, the Training Officer will confirm your booking and payment arrangements.

Driver Loan Journey Sheet

The Booking Clerk will either email the necessary loan journey paperwork to your authorised driver, or leave it in the cab to pickup on the day. This paperwork will remind the driver of their responsibilities and include a check sheet that the driver must complete both before and after the loan journey. The paperwork will require the driver to record mileages and will provide advice on refuelling and breakdown arrangements. The driver should allow at least half-an-hour to complete all preliminaries before setting off on their loan journey and a further 15 minutes to complete the final formalities once the minibus is returned to its normal parking space.

What You Need To Do

- Complete and sign the registration form and return it to the LAMA Treasurer (this is a once only activity; you may keep this cover note for future reference). In consultation with the LAMA Treasurer, provide evidence as necessary in support of your organisation's eligibility to borrow the minibus.
- After checking availability with the LAMA Booking Clerk, submit loan applications as and when required to the LAMA Training Officer for each loan journey that your organisation wishes to undertake. In consultation with the LAMA Training Officer, confirm that the journey and driver are both eligible for each planned loan.
- Ensure that the authorised driver is fully conversant with all the arrangements for undertaking the loan journey on the day.
- **LAMA Contact Details.** LAMA's telephone number is **01208 811175** and its registered address is: LAMA, Lanwithan View, Silverlake, Lostwithiel, Cornwall, PL22 0JP. The private addresses and telephone numbers of individual officers may be provided to registered organisations on request, but their public email addresses are:
 - **LAMA Booking Clerk:** enquiries@lamaminibus.co.uk.
 - **LAMA Treasurer:** treasurer@lamaminibus.co.uk.
 - **LAMA Training Officer:** loans@lamaminibus.co.uk.