

Attention: Minibus Information for Trip Leaders & Drivers

Book the minibus & get driver(s)

- Book the minibus with the Trip Coordinator, (tripcoordinator@hvtc.org.nz) ideally at the same time as you offer to lead the trip.
- Obtain one or more approved drivers. Journeys longer than two hours from Lower Hutt will require an additional driver. A driver should operate the minibus for no more than four hours in the same day and have a 1 hour (or longer) break after two hours.

Fares

- The minibus is licensed to carry a maximum of ten (10) passengers including the driver.
- The fare is 12 cents per kilometre per passenger for five or more passengers including the driver.
- The minimum number of minibus passengers including the driver shall be three (3) in which case the fare collected will be 20 cents/km/passenger. Four passengers, including the driver, shall each pay 15 cents/km. Passengers should be asked in advance to agree to this.
- Use Google Maps (or similar) to estimate the total return distance, including any significant diversions such as changing road ends between drop-off and pick-up. Inform trip participants this is the estimated fare. At the end of the trip, determine the actual distance travelled from the minibus odometer readings and notify all passengers of the final fare after the trip.
- Passengers collected and dropped off on route outside the Hutt Valley (more than 30 km from the club rooms) may be charged for their individual distance travelled provided there are five or more people already on board.
- If private transport is used in conjunction with the minibus, everyone should pay the same fare calculated at 12 cents/km/passenger. Car owners also pay 12/km, and should be reimbursed at 35 cents/km. Note: Private transport should only be used when the minibus is full or a second vehicle is required to facilitate tramps starting and finishing at different road ends.

Minibus keys

- Collect keys from the Gear Custodian on the Wednesday night prior to your trip.
Note: Consider taking two sets of keys (in case of loss or two parties expected to finish at different times).
- Each keyring includes a key (green colour) to open the garage access side door. The other key is for the gear room and will work for both gear room doors.
- Return the keyring(s) via the slot in the gear room door after the trip.

Garage

- Enter via the side door using the green key on the keyring (please latch the side door into its open position to stop it from moving in the wind). Use the light switch to the left of the side door to turn the internal garage lighting on.
- Slide the security bolt to the open position at the bottom-left of the roller door prior to raising it. Use the chain on the left side to raise the roller door until it meets the stopper.
- After the minibus has been driven out (or returned), lower the roller door, (best to use one hand on each chain to gently lower this door) and slide the security bolt into the “lock” position. Both up and down sides of the chain should now be placed in the metal bracket to stop any movement. Don’t forget to turn off the garage light switch before exiting through the garage side door.
- Close the garage side door (*Note: Close the door very firmly, then pull hard to check it is latched properly*).
- When re-garaging the minibus, drive slowly forwards until the front wheels have reached the stop blocks bolted to the floor. *Note: It is normal for the headlights to turn on automatically inside the garage and for the proximity sensors to sound as the minibus approaches the stop blocks.*

Pre- trip actions & checks

- Visual check for current Warrant of Fitness, registration and Road User Charge km.
- Visual check of tyre inflation.
- Fill out the logbook (date, trip destination, name of first driver, odometer reading)
- A passenger and the driver may agree to another drop-off and pickup point along the route, for example Dry Creek Quarry on Haywards Hill, or the Plimmerton Bowling Club but note it is outside Club policy to agree to private pickups or drop-offs off the route to suit individual members

During the trip

- Passenger comfort & safety: Remind passengers to use seat belts. Drive smoothly and safely, especially on bends. Take comfort stops every couple of hours. Use rear seat heating and air- conditioning as required.
- The driver must drive to the road conditions and adhere to the NZ Traffic Code.
- The driver should be changed or rested before a maximum of two hours of driving. If the same driver is to continue, they should rest for at least 1 hour.
- At the road end make sure the minibus is locked, all lights inside and out are off and all windows shut before you set off. If there is more than one trip using the van, agree on the time you will meet back at the van and check that a set of keys is with each party.
- Trip leader collects cash fares (as per fare schedule or total trip distance multiplied by 12 cents/km/person) and notes who will pay you via internet banking.

Refuelling with diesel

- Refuel (with diesel) as required. Usually, the minibus is refueled before returning to the clubrooms.
- Clean the minibus windows while refueling
- Pay for diesel using the Fuelcard in the folder in the glove box. At the EFTPOS terminal press enter twice to bypass odometer reading and PIN entry, then sign their receipt. Ask for a receipt copy and place it in the folder with the Fuelcard.

Post- trip actions & checks

- Update the vehicle logbook (odometer reading, total trip km, number of passengers, names of additional drivers). *Note: To read the odometer, even without the keys, you can open the driver's door, and the odometer comes on for a little while.*
- Sweep the van floor (preferably outside), remove rubbish and move any remaining personal effects to the lost property box.
- Close the minibus doors and leave the driver's window partially open when leaving inside the garage. Make sure all lights are off, including internal lights.
- Return the minibus keys via the slot in the gear room door entering the garage.
- Please ensure the roller door is closed and the garage lights are turned off before locking the garage side door.
- Collect minibus fares (and interisland ferry fares where applicable), either cash or by direct credit to the trip leader's personal bank account.
- The trip leader should make one payment to the HVTC Transport account (03 0531 0410092 00) covering the total fares owed/collected. Inform the Transport Officer of any payment default by a trip participant.
- Inform the Transport Officer (transport@hvtc.org.nz) when the payment has been made, and copy the Treasurer (treasurer@hvtc.org.nz)

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