



**APPLICATION FOR A SMALL PASSENGER
SERVICE OPERATOR TO JOIN THE HORIZONS
REGIONAL COUNCIL TOTAL MOBILITY
SCHEME**

1 December 2017

This application to join the Horizons Regional Council Total Mobility (TM) Scheme is based on the Small Passenger Service (SPS) Operator providing sufficient information for the Council to be assured that the SPS Operator is able to meet the standards and expectations required by the Councils' TM Contract. There is no obligation on Horizons Regional Council to accept the SPS Operator's application or to give any reason should the application be declined.

Company Information	
Legal entity name (to appear on the contract)	
Trading name (if different)	
Registered address: <ul style="list-style-type: none"> • Address line 1 • Address line 2 • Address line 3 • Address line 4 	
Contact person (this person must be authorised by the SPS Operator to negotiate on its behalf)	
Phone number of contact person	
Email address of contact person	

Licensing and Registration Details	
Small Passenger Service Licence Number	
Passenger Service Licence Number	
GST Registration Number	

Other Transport Contracts	
Provide details of any other contracts your company holds which may impact on your vehicles ability to provide transport services to TM clients. (E.g. SESTA contracts which may hold up hoists during peak school times).	

Company Policy Details	
<p>You need to confirm your company operating policies and procedures. The policies and related procedures are to include, but are not limited to:</p>	
<ul style="list-style-type: none"> • <i>Code of conduct</i> • <i>Fraud policy or similar</i> • <i>Disciplinary policy</i> • <i>Complaints</i> 	<p>Please attach a copy of all policies to this application.</p>

Insurance	
<i>Public liability insurance</i>	Please attach a copy of your current Public Risk Insurance Policy to this application.
<i>Motor vehicle insurance</i>	Please attach a copy of your current Motor Vehicle Insurance Policy to this application.

Health and Safety of Employees and Safety of Passengers	
<p><i>The SPS Operator shall comply with all health and safety requirements applicable to it, including those under the Health and Safety at Work Act 2015, and the Land Transport Act 1998 or any other applicable laws.</i></p>	
<p><i>The SPS Operator must have a current health and safety plan that complies with current legislation.</i></p>	<p>Please attach a copy of your health and safety plan to this application.</p>

Quality Assurance	
<p><i>Please provide evidence of the following programmes and procedures:</i></p>	
<ul style="list-style-type: none"> • <i>On-going staff training programmes</i> • <i>Vehicle maintenance schedules</i> • <i>Quality management procedures</i> 	

Vehicle Standards and Safety	
<i>The Transport Operator must ensure that:</i>	
<i>Vehicles used for transporting TM passengers under the contract, are maintained within safe tolerances of the manufacturer's specifications and Certificate of Fitness standards, as issued by the New Zealand Transport Agency (NZTA), at all times.</i>	Outline your maintenance and monitoring regime for vehicles.
<i>The six monthly Certificate of Fitness A inspections during the term of the contract will achieve a minimum result of 70 per cent of vehicles having passed at first inspection on the four key safety features of brakes, tyres, suspension and steering.</i>	Outline how this will be accomplished and recorded.
<i>Only vehicles that comply with relevant NZTA rules and pass the Certificate of Fitness checks specified above are used for the provision of TM Services.</i>	How will you ensure this?
<i>Vehicles are always fit for purpose and presented in a clean and tidy condition. Efforts must be made to ensure that damaged upholstery is repaired and that graffiti is removed as soon as possible.</i>	How will you ensure this?

Compulsory Requirements

***Please Note:** Requirements shown in this table do not necessarily need to be in place prior to completing this application but will need to be confirmed before the signing of a contract. Evidence of compliance maybe requested.
Please tick if already in place or comment where appropriate.*

The Transport Operator holds a Small Passenger Service Licence.	
All Drivers have achieved NZQA Unit Standard 1748	
All Drivers have achieved NZQA Unit Standard 15165	
All Drivers have a current approved First Aid Certificate.	
All Drivers hold a full NZ Class 1 driver licence.	
All Drivers hold a current P endorsement.	
If you are a Palmerston North or Whanganui Service, all vehicles are fitted with a security camera. <i>(A photo verifying this will be required with signing of a contract).</i>	
All vehicles are fitted with a Smartpay EFTPOS terminal (or equivalent) electronic transaction/management system.	

References

The Transport Operator must provide written documentation from a previous employer/s on their experience in the passenger service industry and/or providing TM services.	<i>Attach references from previous employers regarding the relevant work.</i>
The Transport Operator is required to provide a reference from the Service Providers' bank or accountant.	<i>Attach references from bank or accountant.</i>

DECLARATION BY TRANSPORT OPERATOR

I, of
(name of Operator) (address)

.....
(occupation)

Solemnly and sincerely declare that:

1. All the information stated by me in this application is correct.
2. I have the authority to submit the application on behalf of the Operator, and to make this statutory declaration.

(Declarant)

DECLARED atthis.....day of.....2017

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On completion of this application please contact Desley Monks to arrange an appointment for a pre-lodgement check of your application by emailing desley.monks@horizons.govt.nz or phone 06 952 2958.

Compulsory Requirements Check List For office use only		
REQUIREMENT	YES	NO
Small Passenger Service Licence		
First Aid Certificate (all drivers)		
NZQA Unit Standard 1748 (all drivers)		
NZQA Unit Standard 15165 (all drivers)		
NZ Class 1 drivers licence (all drivers)		
Current P endorsement licence (all drivers)		
Security Cameras (Whanganui and Palmerston North)		
Electronic Terminal for Billing Account Management		
References – Previous Employer		
References – Bank		
Vehicle Standards & Safety – (all aspects covered)		
Other Transport Contracts – (information provided)		
Company Policy Details (policies copy provided)		
Public Liability Insurance (policy copy provided)		
Motor Vehicle Insurance (policy copy provided)		
Health and Safety (plan provided)		
Quality Assurance (all aspects covered)		

Approved: Desley Monks – Total Mobility Coordinator

Signature:

