

<u>CONTRACT ORDER FORM FOR TRANSPORT SERVICES</u>		
REF: DPS SMART Contract		
This CONTRACT ORDER FORM is supplemental to the Transport Services Dynamic Purchasing System DPS Agreement. This must be signed by both the Council and Service Provider where the Council places Orders for Services through the DPS		
SERVICE PROVIDER NAME AND ADDRESS:	CONTRACT NO.	
Service Provider: Nottingham Specialist Transport Ltd. Address: S40(2) Personal data third party exemption applies	DPS SMART Contract	
	START DATE:	
	04/09/2023	
	END DATE:	
24/07/2025		
SERVICE USERS ADDRESS/ES	EXTENSION PERIOD (e.g. up to 2 years in yearly extensions):	
405* service users living at Derby City addresses. Service user postcodes have already been supplied. Full names and addresses to be shared following formal contract award. *NST Ltd. has confirmed a 5% tolerance on service user numbers before attracting an increase in annual contract value – 405 + 5% tolerance = 425 service users.	+2 +1	
	ANNUAL CONTRACT VALUE:	
	£1,798,740.00	
DESTINATION NAME/S AND ADDRESS/ES Lot 3:	PASSANGER ASSISTANT (PA) REQUIRED?	
St Andrew's Academy St Andrews View, Oakwood, Derby. DE21 4EW St Giles' School Hampshire Road, Chaddesden, Derby. DE21 6BT The Hive Sir Frank Whittle Road, Chaddesden Derby. DE21 6DA Ivy House School Moorway Lane, Littleover, Derby. DE23 2FS St Martin's School Bracknell Drive, Alvaston, Derby. DE24 0BT St Clare's School Rough Heanor Road, Mickleover, Derby. DE3 9AZ	Yes	
	PROVIDED BY OPERATOR	PROVIDED BY DERBY CITY COUNCIL
	Yes	Yes (x10)
NUMBER OF AVAILABLE LICENCED DRIVERS:	55	
NUMBER OF AVAILABLE PAs:	55	
SPECIFIC REQUIREMENTS OF THIS CONTRACT (AS APPLICABLE):		

See the Mini Competition for each individual school start and finish times

DOCUMENTS REQUIRED BEFORE CONTRACT START:

DRIVER

- Enhanced Adult & Child Workforce DBS Certificate with a check of the DBS barred list to cover the role performed.
- Copy of Drivers Hackney Carriage Licence/Badge or Appropriate Category Driving Licence
- NVQ Level 2 in Road Passenger Vehicle Driving (Taxi and Private Hire) or BTEC in Transporting Passengers by Taxi or Private Hire or a Minibus Driver Assessment Scheme (MiDAS or equivalent accredited course / qualification)
- Safeguarding Awareness for Taxi Drivers Certificate.
- Proof of valid Motor and Public/ Employer Liability Insurance.

DOCUMENTS RECEIVED & VERIFIED:

Current driver documents already received and on file.
All documents for any new drivers to be immediately forwarded to: Section 40(2) Personal data third party exemption applies.

Deadline: 14 July 2023

PASSENGER ASSISTANT(S)

- Enhanced Child & Adult Workforce DBS Certificate with a check of the DBS barred list to cover the role performed.
- Passenger Assistant Training Scheme (PATS) Certificate.
- Safeguarding Awareness for Passenger Assistants Certificate.

DOCUMENTS RECEIVED & VERIFIED:

Current PA documents already received and on file.
All documents for any new passenger assistants to be immediately forwarded to Section 40(2) Personal data third party exemption applies.

Deadline: 14 July 2023

OPERATOR

- Copy of Health & Safety Policy and Risk Assessment
- Proof of valid Motor Insurance Certificate and Public & Employer Liability Insurance
- Copy of Operators Licence

DOCUMENTS RECEIVED & VERIFIED:

Already received and on file.

Council Authorised Representative:

Name: Section 40(2) Personal data third party exemption applies.

Tel: Section 40(2) Personal data third party exemption applies.

Email: Schooltravel@derby.gov.uk

Service Provider's Authorised Representative:

Name: Section 40(2) Personal data third party exemption applies.

Tel: Section 40(2) Personal data third party exemption applies.

Email: Section 40(2) Personal data third party exemption applies.

BY SIGNING AND RETURNING THIS CONTRACT ORDER FORM THE SERVICE PROVIDER AGREES that a legally binding contract has been formed with the Council to provide the Services specified in this Contract Order Form and that this Contract Order Form incorporates the rights and obligations set out in the Transport Services Dynamic Purchasing System agreement [TD1435], the terms of which can be found annexed to the DPS Application.

Derby City Council
TD1435 - Transport Services DPS

For and on behalf of the Service Provider	
Name	Section 40(2) Personal data third party exemption applies.
Title	Section 40(2) Personal data third party exemption applies.
Signature	Section 40(2) Personal data third party exemption applies.
Date	11/05/2023
For and on behalf of the Council	
Name	
Title	
Signature	[INS_EJRT]
Date	[INS_EJRT]
Name	
Title	
Signature	[INS_EJRT]
Date	[INS_EJRT]