

## **Conditions of borrowing South Berkshire District Scout's Minibus**

### **Introduction**

South Berkshire District Scout's minibus is available for use by members of the Scout and Guide Association, or other Groups as approved, in accordance with the following conditions.

### **Minibus**

The vehicle is a Peugeot Boxer LWB 17 seat, Diesel vehicle (i.e. for 17 persons including the driver. The seats, 3 point inertia seatbelts and their mountings meet M2 type approval. Inside the tough rigid steel body, all the seats face forward with head restraints.

Specification: 2.2Hdi Diesel engine. Colour: White. Registration: HX59 KGK

### **Conditions**

South Berkshire District has a responsibility to ensure that the minibus is used and operated in accordance with all the recommendations of the Scout Association and Government regulations.

Bookings will only be accepted after careful consideration of the following:

1. Journey / Destination i.e.: distance and period of day for travel. (NB – Journeys outside the UK are not permitted without prior agreement of the District)
2. Driver/Relief Driver licence and experience. (A Relief Driver is necessary if a journey is over 100miles a day).
3. Age group of passengers, i.e.: Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts, Network Members or other agreed groups.
4. For use in the UK, Isle Man or The Channel Islands only. (Overseas use subject to separate conditions and legislation).

### **Insurance**

The vehicle has comprehensive insurance for any driver over the age of 21 with a full UK driving licence. There is an excess charge on our policy of £150 and a windscreen excess of £75.

### **Section 19 Permit**

Our minibus is hired in accordance with the section 19 permit scheme (formally the 'small bus scheme'). In accordance with the law all hirers must hold their own section 19 permit. This must be on display in the windscreen of the bus at all times during the period of hire. A scanned copy of your permit must also be provided to South Berkshire District prior to collection of the minibus.

If you do not currently hold a section 19 permit please ask and we will point you in the direction of how to purchase one for your group.

Please note that you have to order the section 19 permit. Please allow for ordering and delivery time before the use of the bus. Even if you have one on order unless you can display the permit you will not be permitted to hire the minibus. South Berkshire District hold no liability for any cost incurred because of the inability to display a section 19 permit.

For more information on section 19 permits please see the document 'Minibus Permit Section 19 Permit' available on the minibus area of the District website.

### **Collection and Return Arrangements**

The vehicle is available for collection from Wellington College. Collect the keys from the Dukes Ride Gate House. The vehicle will be supplied in a clean and roadworthy condition with a full tank of fuel. It should be returned as such, i.e. clean, roadworthy, a full tank of fuel and any mechanical problems or difficulties reported on the vehicle record of use form. A charge may be made for late collection or return unless we are notified of such or being returned in a dirty condition or without a full tank of fuel.

### **Fuel**

The vehicle runs on DIESEL FUEL

### **Accidents**

In the event of an accident, the driver should comply with the statutory legal requirements but **ADMIT NO LIABILITY WHATSOEVER!** An accident report form (**BLUE**) available in the **RED ENVELOPE**, should be filled out, with the other parties' form (**YELLOW**) given to the other party/s involved. A call must then be made to the minibus manager - details available in emergency details section.

If the minibus is roadworthy, it should be returned as normal; if not, then arrangements should be made to return the bus under tow or on a flatbed to the Wellington College with all costs covered by the hirer.

### **Breakdown**

The minibus comes with breakdown cover provided by the AA via QBE Insurance. In the event of a breakdown and the cause cannot be rectified then please call QBE on 01245 272700 and quote policy number – **00017866MBP**

**Policy holder: South Berkshire District Scout Council**

In the event of a puncture please do not attempt to replace the wheel, call the above breakdown organisation.

### **Replacement Vehicle**

Should the minibus not be available on the date or the time booked, due to unforeseen circumstances, (i.e. breakdown, accident or theft), and we have no alternative vehicle, South

Berkshire District holds no liability for any costs involved in finding a replacement vehicle or any charges that may that be accrued.

### **Drivers**

Both the Driver and Relief Driver must be over 21 years of age and should have taken the MIDAS Driving Test (Minibus Driver Awareness Scheme) and possess a current MIDAS certificate as being competent to drive a minibus.

OR

Be over 21 years of age and have completed a driving competences test with South Berkshire District. (If not held then this can be arranged prior to collection.)

(N.B. The South Berkshire District test only confirms that we are happy to allow the driver to drive our vehicle, the driver holds all liability for their actions/driving whilst in control of the vehicle for the period of hire.)

The driver will be responsible for all aspects and use of the vehicle, as set by current Government legislation and regulations. We encouraged you to have more than one driver for short or two for longer journeys. Any penalties and fines incurred will be passed on to the group hiring and the driver recorded on the record of use form.

Drivers are required to complete the Record of Use form, a new form for each day of hire and record each journey. (See details at end of document). The driver shall not be responsible for the passengers' supervision whilst in control of the vehicle.

### **Booking Arrangements**

Booking of the vehicle should be made through the minibus manager Email:

phil.hart1947@btinternet.com

To satisfy our insurers we must see the driving licence and MIDAS certificate (if held) of all drivers that may use the vehicle during the hire period. Please provide your original and a copy prior to, or when collecting the vehicle. We will retain the copy on our secure file. If you would like more than two drivers registered to drive, please make this clear at the time of booking, along with all their details.

### **Deposit**

A deposit of £150 is required with the return of the Application Form (cheques need to be made payable to South Berkshire District Scouts. Bank transfers made to the following details (sort code 40-18-46, account number 91491512 - You will need to bring a copy of confirmation of transfer from your banks website). The deposit is to cover failure to collect or return the vehicle on time, or to be used to partially offset the drivers' liability for the £150 excess charge should an insurance claim arise. Part may also be held if the minibus is not returned with a full tank of fuel or in a clean condition. This £150 will be refunded should none of the above arise.

### **Charges**

The payment for the use of the minibus should be made to South Berkshire District, at the rates below:

<b>Evening</b> (4pm – 10pm)	£15	<b>One Day</b> (24hrs, Maximum of 5 Days)	£30 per day
<b>Weekend</b> (Friday 4pm – Sunday 10pm)	£70	<b>Full Week</b> (7-10 Days, Fri 4pm – Sun 10pm)	£400

Booking forms, deposit cheques and payment cheques should be posted to:

John McNab – District Treasurer,  
42 Napier Road  
Crowthorne  
email: treasurer@southberksscouts.uk

### **Cancellation**

If a cancellation is made more than a month in advance then a full refund of the deposit will be made, if cancellation is less than a month then 20% of the hire charge will be deducted from the deposit as an administrative charge, if cancellation is less than two weeks 50% of the hire charge will be deducted. If a cancellation is received less than 48 hours prior to collection the full hire charge will be taken from the deposit. (The full deposit will be returned if we receive an alternative booking for same hire period).

### **Emergency Contacts**

In case of an accident or other emergency please contact:

Phil Hart – Minibus Manager - 07751107934

### **Daily Usage Paperwork**

On hiring the minibus, you will be provided with enough vehicle usage forms for the duration of your hire period. A new form **MUST** be used every hire, and filled out at every change of driver. If this is not done, and penalties or charges are accrued against the vehicle then the person named and signed on the booking forms details will be passed to the relevant authorities.

A full explanation of the forms will be provided at the time of collection.

Note: THIS DOCUMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE

pjh/29/11/17