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| Minibus Usage  Process |  |

Enquiry  
*(Please note the minibuses can only be booked a maximum of 12 months in advance)*

To use the minibuses please complete the Booking Form and send them to the Minibus Manager:

* Carole Knowles
* Email: [MiniBus@urmstonscouts.org.uk](mailto:MiniBus@urmstonscouts.org.uk)

The Minibus Manager will confirm the initial booking enquiry.

Confirmation  
*(all bookings will only be confirmed as “final” once the Minibus Manager has checked availability and fair usage policy)*

The Minibus Manager will send confirmation that the booking is final. At this stage you will need to:

* Complete a driver registration form and include a PDF copy of your DVLA Driving Licence printout for each driver. These forms need to be returned no later than six weeks before the booking. If the booking is within 6 weeks, by agreement with the Minibus Manager.
* No person is allowed to drive the Minibus if they have had an accident in the last 5 years (including fault and non-fault), has any motoring convictions, DVLA notifiable medical condition or penalty endorsements on their license. This is a condition of our insurance.
* Drivers must be 25 or over and under 70.
* Drivers must have held their licence for a minimum of 2 years.
* If you haven’t driven a minibus before and would like a familiarisation session, please ask.

Collecting Keys

*(The Minibus Manager will confirm the time, date and location for the collection of the keys)*

When collecting the keys you will need to ensure:

* You have paid the £250 security deposit and appropriate donation for use by Bank Transfer to:

**Account Name - Urmston and District Scout Council**

**Bank – TSB**

**Account Number – 00000605**

**Sort Code – 77-19-56**

**Reference – “(Your Group Name) Bus”**

* Your group/unit’s Section 19 Small Bus Permit

The Minibus Manager will only issue the keys if the above statements are true.

Collecting the Vehicle

When collecting the vehicle you will need to:

* Complete the pickup section of the vehicle checklist.
* Ensure all drivers are aware of the vehicle’s features/controls.
* Ensure the Vehicle Logbook in the vehicle is fully completed for every journey.

Returning the Vehicle

When returning the vehicle you will need to:

* Ensure the vehicle is filled with fuel. (Diesel)
* Meet with the Minibus Manager and complete the vehicle Checklist Form.
* Return the vehicle to the agreed location with the Minibus Manager.
* Return the keys vehicle checklist to the Minibus Manager
* Any excess mileage donations or condition charges will be deducted from the Security Deposit.