

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

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.