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| Minibus Usage  Booking Form |  |

Introduction

Urmston and District Scouts own a 19 plate Peugeot Boxer Minibus Lite. This has 17 seats including the driver and is wheelchair accessible (requiring removal of 4 seats)

* The minibus can be driven under the Section 19 Small Bus Permit Scheme. Permits are available from: [Section 19 Minibus permits | Scouts](https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/administration-and-management/section-19-minibus-permits/).
* Drivers must be aged 25 and over and below 70.
* You must also have held your licence for at least two years and have had no accidents in the last 5 years (including fault and non-fault), have no motoring convictions or penalty endorsements on their license. You must also not have any DVLA reportable medical condition. This is a condition of our insurance.

The wheelchair ramp and clamps must remain in the vehicle at all times when it is in use even if a wheelchair is not being accommodated. This is a requirement of the Section 19 Permit.

This form must be completed for every booking. This form will be kept on file for two years after the booking in case any fines or tickets are incurred.

Main Booker

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Last Name: |  |
| DOB: |  |  |  |
| Email: |  | Phone: |  |
| Address: |  | | |

\*Please note the main booker will be responsible for the vehicle for the duration of the hire and as such any fines or tickets will be forwarded to them. The main booker is responsible for making a note for any other driver who has driven the minibus whilst in charge. Evey journey MUST be recorded in the vehicle logbook in the Minibus.

Booking Details

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| --- | --- | --- | --- |
| Vehicle | 17-Seater Peugeot Boxer Minibus Lite – Reg – WA19 BFO | | |
| Group: |  | Have a small bus permit: | Yes/No\* |
| Hire Start Date: |  | Hire End Date: |  |
| Hire Start Time: |  | Hire End Time: |  |
| Please book for the whole period you need the bus for. For example, if you need to pick the keys up early as you are leaving for camp at 6am Sunday please book the bus from Saturday. You must return the keys by your hire end date and time. | | | |

\*Please note all groups driving our minibuses will need a Section 19 Small Bus Permit. Each Scout Group/District/County/Region will need to apply for their own permit and they are not transferable. Information about Section 19 Permits is available at: [Section 19 Minibus permits | Scouts](https://www.scouts.org.uk/volunteers/running-your-section/programme-guidance/administration-and-management/section-19-minibus-permits/)

Declaration

I understand that:

* All bookings will not be confirmed until final availability and fair usage has been checked.
* As the main driver all fines/charges will be forwarded to me for action
* I have read and accept the Hire Process as laid out on the documentation.
* I have read and accept the Terms and Conditions as laid out on the documentation.

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| Sign: |  | Date: |  |