

Minibus Usage

Terms and Conditions



General

- Urmston and District Scouts reserve the right to change these Terms and Conditions without prior notice. You must always check with the Minibus Manager prior to your hire for the most up to date version.
- All drivers must be a member of Scouting or Guiding
- The vehicle must be returned in a clean and tidy condition with a full tank of fuel.
- Urmston and District Scouts reserve the right to ban a driver from driving the minibus should that person allow another person who has not completed the driver registration process to drive the minibus.
- Urmston and District Scouts reserve the right to ban a driver from using the vehicle if there are reasonable grounds for believing that person knowingly failed to report any damage to, or accident involving the minibus whilst it was in their care.
- You must not exceed the maximum capacity of the vehicle - 17 including driver.
- You must hold a valid Section 19 Small Bus Permit for your organisation to use the minibus. If you do not present your Section 19 Small Bus Permit when collecting the keys the Minibus keys will not be issued and usage will be void.
- The minibus is equipped with 20 High Visibility Jackets, First Aid Kit, Fire Extinguisher, Emergency Breakdown Kit, Spare Bulb Kit, Spillages Kit and Steering Wheel Lock.

Booking and Usage

- Usage will not be confirmed until availability and fair usage has been checked.
- Should a group fail to arrive for a booking or give less than 2 days or no notice of cancelling their booking, Urmston and District Scouts reserve the right to charge 25% of the hire rate as a cancellation fee.
- We reserve the right to reject, cancel or vary any booking if the purpose for which the vehicle is to be used is inconsistent with the aims and objectives of Scouting.
- Urmston and District Scouts reserve the right to prohibit a driver from driving the minibus should that person allow another person who has not been through the relevant registration and vehicle familiarisation process to drive the vehicle. In such circumstances, the driver(s) may be liable to prosecution.
- In the event of cancellation or change to a booking by Urmston and District Scouts, no liability can be accepted for any loss, financial or otherwise, arising from our failure to provide a vehicle, and Urmston and District Scouts cannot be held responsible for breach of contract in such circumstances.

- It is important that careful consideration is given to the times for which you wish to book the vehicle, especially the return time. This is to ensure that you have the vehicle long enough to complete your journey, but also that you do not keep it unnecessarily when other groups could be using it. If, for example, you have booked a vehicle until 5.00 p.m., then it must be returned by this time as another group may be waiting to start an evening booking. Furthermore, the vehicle will need to be fueled. If you think you may be unavoidably delayed in returning the vehicle, please telephone the Urmston and District Scouts Minibus Manager
- Willfully keeping a vehicle longer than the pre-booked return time will render the booking group liable to an extended usage surcharge. When there is an accident or breakdown, this does not apply.
- Any previous booking must be paid in full before the minibus(es) will be released for the next usage to the same group. Any failure to pay will be escalated to the relevant District/County Lead Volunteer or Guiding Commissioner, as appropriate.
- Any group which fails to pay its invoices may become ineligible to use the minibus(es) in the future.
- A driver who has completed the Driver Registration Form will be eligible to drive the minibus. A vehicle familiarisation may be required before a driver can drive the vehicle.
- Any driver who has not previously driven a minibus or similar sized van must request a familiarisation session.

Using the Vehicle(s)

- The Vehicle checklist should be completed at the start of the usage by the organisation using the minibus.
- Drivers should ensure that all doors are unlocked before allowing passengers to board the minibus.
- Drivers and/or passengers are not allowed to consume alcohol, smoke or vape in the minibus.
- Drivers must not drive whilst under the influence of drugs or alcohol.
- Drivers must not indulge in dangerous driving, abuse the vehicle or knowingly put the vehicle at risk to damage.
- When left unattended the Steering Wheel Lock must be used, all windows must be closed and all doors locked. Any theft that occurs due to proven failure to do this will result in legal action being taken to recover the retail cost of the minibus from the main booker.
- Any fines/tickets during usage will be passed onto and are the responsibility of the main booker. Urmston and District Scouts reserve the right to make payment and then recover the amount from the main booker. The main booker is responsible for any charges (tolls etc.) arising through the use of the vehicle.
- Any prosecution of a driver arising from the use of either minibus will be the responsibility of the main booker and/or driver. This includes any charges against a driver arising from vehicle defects.
- Engine damage resulting from the wrong type of fuel being used while on use will be the responsibility of the main booker, who will have to pay the full repair costs.
- Drivers must inspect the vehicle before and after each booking and note down any damage or faults on the log sheet.

- The driver is responsible for maintaining correct oil and water levels, and correct tyre pressures, during the period of the booking.
- The driver will be liable for the cost of replacing a tyre if it is damaged beyond repair due to kerbing or being driven on whilst it is flat or punctured.
- The minibus can only be used within the United Kingdom

Off Road Use

- The minibus should not be driven "off-road". If a driver causes total loss or damage to the minibus by going "off-road", the full costs of any necessary repairs will become the booking group's responsibility.

Seats

- The minibus has 4 removable seats and a disabled access ramp in the back of the vehicle.
- You are not entitled to remove any of the seats in the minibus without confirming so at the time of booking.
- If you intend to remove the seats and/or ramp you must make sure you have received training on how to do so
- If the seats are removed from the minibus, you must make sure they are left in a safe, secure and dry area. The ramp and clamps **MUST** remain in the vehicle at all times even if a wheelchair is not being accommodated.
- If any damage is caused by incorrect or unauthorised removal of seats, the full costs of any necessary repairs will become the booking group's responsibility.
- If any of the seats or ramp are lost the full costs of any necessary replacements will become the booking group's responsibility.
- You are responsible for ensuring that all seats are secure once they have been refitted to the minibus.
- If there is any loss or damage to any of the seats or guide rails the full costs of any necessary repairs/replacements will become the booking group's responsibility.

Trailer

- You are not permitted to tow or use any trailer with the minibus.

Accident Reporting

- Any accident or damage to the vehicle must be notified to the Minibus Manager as soon as possible. The cost of any damage not covered by the insurance will be recoverable from the driver. In the event of collision, no liability should be admitted.
- If you are involved in an accident, you must make a note of the time, date and details of the accident. Where possible photos should be taken and witness contact details gathered
- If any windscreen damage is caused during the hire this is subject to a £75 excess charge which will be paid by the group that hired the minibus

Insurance

- The minibus is driven under insurance arranged by Urmston and District Scouts and the policy information, along with breakdown cover information is available in the Vehicle User Pack inside the vehicle.
- Insurance cover may be invalidated if any of the information contained on the Driver Registration Form is subsequently found to be false or inaccurate. Any material changes to the information on a driver's licence must be notified to Urmston and District Scouts before that person next drives the minibus.
- Similarly, should a driver gain any points after they have completed the Driver Registration Form, they must notify Urmston and District Scouts immediately.
- In the event of an accident, the driver will be liable for any insurance excess payable - £250.
- The minibus must not be used for the carriage of goods.
- Should a driver provide false or inaccurate information at the time of registering with Urmston and District Scouts, and insurance cover is consequently invalidated, Urmston and District Scouts reserve the right to take legal action against the relevant parties.
- Drivers must notify Urmston and District Scouts of any changes in the circumstances relating to their driving licence (including changes in health) that occur after they have completed the Registration Form

Surcharges and Deposit

- You must transfer a £250 deposit prior to collecting the keys.
- Any surcharges will be deducted from your deposit.
- The minibus is to be refueled before it is returned, we operate a full tank to full tank policy. Failure to do so will result in a £30.00 surcharge and the cost of the extra fuel to be added deducted from the security deposit.
- Vehicles must be returned in a clean and tidy condition; all rubbish must be removed from the vehicle before the end of the hire. Failure to do so will result in a deduction of £100 valeting fee from the security deposit.
- If the fire extinguisher is discharged for a non-genuine reason a surcharge of £30.00 will be applied
- If the vehicle is kept longer than you have booked it, Urmston and District Scouts are entitled to charge a £5 per hour surcharge.
- Any damage to the windscreen will be subject to a £75 surcharge.
- Your mileage allowance is laid out within the Usage Rates document. Any excess mileage will be charged as per the costs laid out in the Usage Rates document.