

BRADFORD SOUTH SCOUTS MINIBUS POLICY

The saloon seats are fitted with inertia reel restraint systems. Passengers must use the available restraint systems at all times, unless they hold a medical exemption certificate.

The maximum seating capacity (including the driver) is 17.

The minibus is equipped with:

- A first aid kit
- 2 x fire extinguishers
- Minibus Policy
- Vehicle Manual
- Emergency / breakdown details
- Log sheet

TERMS & CONDITIONS OF VEHICLE USE:

GENERAL

1. The vehicle safety check list must be completed daily and the mileage log must be completed prior to leaving and on return of the vehicle. Any defects must be reported to the minibus booking secretary. The vehicle safety check list and mileage log are kept in the vehicle cab.
2. Drivers and passengers are not allowed to smoke in the Bradford South Scout District Minibus.
3. The vehicle must be returned in a clean and tidy condition: all rubbish must be removed from the vehicle before the end of the booking. Failure to do so will affect your ability to book it in the future.
4. The minibus must be fuelled to the maximum on return (the fuel type is DIESEL – B7). If returned and not fully refuelled the user will be charged for the additional fuel at 1.5 times the pump price per litre.
5. Bradford South Scout District reserves the right to ban a driver from driving the minibus should that person allow another person who has not been through the

driver registration process to drive the minibus. In such circumstances, the driver(s) may be liable to prosecution.

6. Bradford South Scout District reserve the right to ban a driver from driving the minibus 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 (i.e. during a booking).
7. Should a user fail to turn up for a booking, or give little or no notice of cancelling their booking, Bradford South Scout District will not refund the booking charge.
8. Should a user persistently cancel their bookings, Bradford South Scout District reserve the right to levy a charge of £30.00 per day for each day cancelled, regardless of the length of notice given for the cancellation.
9. Bradford South Scout District 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, objectives or rules of the Bradford South Scout District minibus.
10. Bradford South Scout District reserve the right to cancel a booking at short notice should the vehicle become unavailable for any reason. In these circumstances no liability can be accepted for any loss, financial or otherwise, arising from our failure to provide a vehicle, and Bradford South Scout District cannot be held responsible for breach of contract arising, as a result of the cancellation.
11. Drivers should ensure that ALL doors are unlocked before allowing passengers to board the minibus.
12. You MUST be able to provide a contact telephone number that will be manned during the time of the booking. This is especially important for bookings outside normal office hours. If you do not provide such a telephone number, Bradford South Scout District cannot be held responsible for any failure to inform you about any emergency or other problem associated with the booking.
13. Any fines during bookings resulting from illegal parking will be passed onto, and are the responsibility of the user. Bradford South Scout District reserve the right to make payment and then recover the amount from the user. The user is responsible for any charges (tolls etc) arising through the use of the vehicle.

14. Any prosecution of a driver arising from the use of Bradford South Scout District minibus will be the responsibility of the user and/or driver. This includes any charges against a driver arising from vehicle defects.
15. Drivers must not drive whilst under the influence of drugs or alcohol. Bradford South Scout District operate a zero tolerance policy.
16. Drivers must not indulge in dangerous driving or abuse the vehicle.
17. The user is responsible for maintaining correct oil, AdBlue and water levels, and correct tyre pressures, during the period of the booking.
18. The user may 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.
19. The minibus must be returned no later than the previously booked time. Should an unauthorised late return of a vehicle result in another user being unable to use the vehicle at the time they booked, any resultant financial liability may be passed on to the first user.
20. Wilfully keeping a vehicle beyond the booked time can be construed as taking the vehicle without the owner's consent. In such cases, Bradford South Scout District reserve the right to take any appropriate action to recover the vehicle. Bradford South Scout District reserve the right to levy an additional surcharge of £10.00 per hour (or part thereof) in the event of an unauthorised late return of a vehicle. Bradford South Scout District reserves the right to refuse further requests from users who are persistently late in returning vehicles.
21. If you think you may be unavoidably delayed in returning the vehicle, please telephone the minibus booking secretary, ASAP.
22. Receipts for oil or minor repairs incurred during the hire must be returned to the minibus booking secretary, together with the log sheet and vehicle keys at the time of return of the vehicle. Failure to do so will result in these costs not being reimbursed.
23. Any accident or damage to the vehicle must be notified to Bradford South Scout District as soon as possible. The cost of any damage not covered by the insurance will be recoverable from the user, including the insurance excess.

24.Engine damage resulting from the wrong type of fuel being used will be the responsibility of the user, who will have to pay the full repair costs.

25.Drivers should remember that speed limits for minibuses are not the same as those for cars. The limits are as follows:

| | Speed Limit (mph) |
|--|-------------------|
| Built up areas* (where no lower limit applies) | 30 |
| Single carriage way roads (where no lower limit applies) | 50 |
| Dual carriageways (where no lower limit applies) | 60 |
| Motorways (where no lower limit applies) | 70 |

*The 30mph limit usually applies to all traffic on all roads with street lighting unless signs show otherwise. For more details, refer to the Highway Code.

26.Drivers should note that the minibus has a speed warning device fitted that will warn the driver at 60mph.

27.The minibus must not be used for the carriage of goods.

28. The number of passengers must not exceed 16.

29. A second driver (who is also driver checked) must be available.

30. All gangways should be clear of luggage and all luggage safely stowed.

SMALL BUS PERMIT OPERATION

The minibus can only be operated by authorised officials of organisations holding a valid Section 19 Permit and this must be displayed in the windscreen.

REGISTER OF DRIVERS

Anyone driving the Bradford South District Scout Minibus must be on the Bradford South Scout District Minibus Register of Drivers.

Although the entitlement to drive the minibus is not determined by having a D1 category on your driving license, Bradford South Scouts may ask for you to go on a familiarisation drive to ensure you are familiar and capable of driving the vehicle.

All drivers are required to have held his/her driving licence for a minimum of 2 years.

In addition, a driver must:

Be between the ages of 25 and 70.

Complete and sign the Bradford South Scout District driver's registration form and provide a "**check code**" obtained from the DVLA.

Drivers must be able to answer "NO" to the following questions:

- a. Have you had any convictions within the last 5 years, or do you have any prosecutions pending?
- b. Have you had an accident whilst driving a motor vehicle in the last 5 years?
- c. Has any period of a ban from driving been operative within the last 5 years?
- d. Has any company or underwriter ever declined, cancelled or refused to renew any motor insurance, or increased the premium or policy excess, or imposed special conditions?

Provide details about any medical condition, or medical history (whether physical or mental, including defective vision not corrected by glasses or hearing loss not corrected by a hearing aid) that may affect his/her ability to drive a minibus. In addition, details about any medication that is currently being taken, including dosage, should also be provided.

Bradford South Scout District reserve the right to refuse any driver that they believe may be unsuitable.

INSURANCE

The Bradford South Scout District minibus is driven under insurance arranged by Bradford South Scout District.

Insurance cover may be invalidated if any of the information contained on the Bradford South Scout District minibus 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 Bradford South Scouts District before that person next drives the minibus. Similarly, should a driver have an accident whilst driving any

motor vehicle after his/her name is entered on the Bradford South Scout District Minibus Register of Drivers that fact must be disclosed to Bradford South Scout District before that person next drives the minibus.

Should a driver provide false or inaccurate information at the time of registering with Bradford South Scout District, and insurance cover is consequently invalidated, Bradford South Scout District reserve the right to take legal action against the relevant parties.

Drivers must notify Bradford South Scout District of any changes in the circumstances relating to their driving licence (including changes in health) that occur after they have completed the driving licence registration form.

PASSENGER SAFETY

We recommend that lifting & handling of passengers in our minibus should only be undertaken by individuals who have received training in the relevant techniques.

When a passenger requires to be lifted, a basic risk assessment should be undertaken. Some of the factors that should be considered include:

Is a lift necessary and appropriate?

The weight of the passenger and the nature of their disability.

The training undertaken by the relevant individuals, and the information that is available to them.

Are lifting aids available?

What practical steps are in place to minimise the risks involved?

It is the hirer's responsibility to assess each passenger's ability to use the steps when boarding or alighting from the minibus. Similarly, it is the hirer's responsibility (where applicable) to assess each passenger's ability to transfer safely from a wheelchair to a seat in the minibus, and from such a seat to a wheelchair.

CHILDREN

It is a requirement that all children (up to 16 years) wear seatbelts. Remember that young children are required to use appropriate seating. Bradford South Scout District do not provide baby carriers, child seats or booster cushions.

If your group is a voluntary childcare organisation and your driver (either paid or unpaid) is likely to have substantial unsupervised access to children whilst driving the minibus (i.e. you will not be providing at least one other adult passenger), you

are recommended to consider requesting the Disclosure Barring Service to provide you with information about that person under the Criminal Conviction Information Scheme.

With effect from 18th September 2006 the Department for Transport introduced new car seat regulations. The Community Transport Association advises us that these regulations do NOT currently apply to minibuses. However the Bradford South Scout District recommend the use of an appropriate child seat where the child is up to 135cm in height or under 12 years of age.

MAKING A BOOKING

1. In general, and subject to availability, the minibus can be booked for any period up to seven days. Bookings for longer periods may be accepted at the discretion of the Bradford South Scout District.
2. Bookings are only accepted from organisations that hold a valid Section 19 Permit. It is the responsibility of the organisation, not Bradford South Scout District, to ensure that bookings made in the name of the organisation are made by authorised personnel. The organisation is responsible for the payment of any booking fees, accepted in good faith by Bradford South Scout District, booked in its name.
3. Bookings will only be confirmed on receipt of a deposit within 14 days of the enquiry. Provisional bookings will be cancelled if no deposit is received within 14 days and another group wishes to book the date. Please see the tariff for deposit details.
4. Full payment MUST be received at least 7 days prior to hire.
5. The invoice for any particular booking will be the responsibility of the user.
6. Regular bookings for a vehicle can be made in blocks of up to three months subject to availability.
7. 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.

8. Wilfully keeping a vehicle longer than the pre-booked return time will render the user liable to financial (or other) penalties. When there is an accident or breakdown, this does not apply.

OFF-ROAD USE

The Bradford South Scout District Minibus should not be driven "off-road". If a driver causes loss or damage to the Bradford South District Scouts Minibus by going "off-road", the costs of any necessary repairs will become the users responsibility.

BOOKING CHARGES

Please see separate tariff details.

BREAKDOWN

In the case of an accident or breakdown the vehicle is covered by the AA and details are displayed inside the vehicle. The contact number for the AA is 0800 3891708

TRACKER

The minibus is fitted with a tracking device that is monitored 24/7 and Bradford South Scout District have online access to monitor the vehicles location, mileage and also the driving history of each journey. Drivers should be aware that driving history will be periodically checked and may determine the ability of drivers to drive the minibus in the future.