

Minibus Terms & Conditions

Version 3 17th January 2020

BEFORE BOOKING THE BUS, YOU MUST READ THIS DOCUMENT FIRST

Darlington & District Scout Groups

Diesel + £20 per day

All other Scout Groups & Charities

Diesel + £45 per day

Early collection or late return is charged at ½ the daily rate unless this is to suit the
7th Darlington Sea Scouts

Payment by debit & credit card (50p added) cheque or bank transfer (52-30-18
32569866) paid always to 7th Darlington Sea Scouts

**** Full payment before hire please ****

We will refuse hire unless payment is made in full

Midas & D1 is not needed to drive this bus

We check all drivers using the online license service

Collection can be arranged for any time please

Group Chair: Alex Edwards chairperson@7thdarlingtonseascouts.org.uk
Group Secretary: Emily McMillan group.secretary@7thdarlingtonseascouts.org.uk
Group Treasurer: Chris Gibson treasurer@7thdarlingtonseascouts.org.uk
Group Manager: Richard Smith gsl@7thdarlingtonseascouts.org.uk

We have a Citroen relay minibus, it has 16 passenger seats 17 in total, it carries 2x Fire extinguishers supplied and serviced by Chubb 1 x 2lt dry powder 1 x 2lt foam. The bus carries a 10-person first aid kit and an eye wash station we also have a 'sick/spills' box with wet wipes tissues and nappy bags etc. it has high vis jacket for driver a torch on board and a warning triangle. There is a spare wheel under the bus and tools under the front passenger seats.

It is a limited vehicle and will not go over 62 MPH. On a three-lane motorway you cannot enter the fast lane think left keep left is the motto!

It is insured with Unity and has a section 19 disk displayed issued by The Scout Association. We have break down that will recover the vehicle and all passengers to Darlington.

It has a logbook kept in the cab we will show you how to fill this in and keep accurate logs. It is easy to do but must be done as it is a legal requirement. All insurance details and break down detail are in this folder

We ask you to keep it clean and tidy and be honest if any damage occurs inside or out! Remember it is a piece of insured metal! the occupants are more important! Cleaning charge of £30 per hour to make the bus good will be charged!

Payment is due immediately upon collection of the vehicle and you must check and sign a pre-and post-damage sheet, diesel used must be replaced to same level as it was taken out with.

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How to complete a Driver License Check

All drivers Please visit <https://www.gov.uk/view-driving-licence> and complete the information then enter the CHECK code and the LAST 8 digits of your driver's license into the booking form.

All License checks expire on 1st may every year.

Collection and return of the bus

Please arrange with Anthony Gibson
07791 477426 scouts@7thdarlingtonseascouts.org.uk to collect and return the bus.
The bus is kept at 91 Clifton Road Darlington

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T&C's

1. Only Scout Groups and other Charities are insured to use the bus.
2. To be eligible to drive the bus you must be aged between 22 to 70 years old
3. Hold a Full category B1 License and have held such license for at least 2 years.
4. Have no endorsements, penalties or disqualifications within the last 3 years. We will use the DVLA online license checking service to ensure all drivers hold the correct license and has no endorsements, penalties or disqualifications. Drivers are obliged to inform the group of any endorsements, penalties or disqualifications that occur between the booking and hire.

Minor offenses may not prevent use of vehicle, but advice will be taken from the insurance company.

5. Drivers must be registered on the booking form when hiring the bus. Changes can be made to driver, but you must speak to the GSL first. Persons not on the booking form are not insured to drive the vehicle.
6. Only used in the UK
7. Not to be driven for Hire & Reward (the bus displays a section 19 permit)
8. Booking is on a first come first served basis made thru the booking form on the group's website <http://www.7thdarlingtonseascouts.org.uk/hq-campsite/>
9. The group may refuse and blacklist persons who repeatedly book and then cancel the hire of the bus.
10. The group reserves the right to refuse the booking to any organisation for whatever reason. The group cannot be held responsible if the vehicle is withdrawn from hire for whatever reason.
11. The driver will check the condition of the bus including tyres levels and presence of emergency equipment. They will check the general condition of the vehicle inside and out also taking a note of the fuel level to ensure the vehicle

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is returned with the same amount of fuel. The person completing this check will complete the appropriate log sheet stored in the glove box of the vehicle and sign to confirm the above. This will happen before the hire THIS IS THE LAW!

12. The driver will complete the daily user log and mileage sheet.
13. The driver will ensure the vehicle is driven in accordance to the law and the correct speed limits are followed. Speed limits are different for this vehicle as they are for a car.
14. The vehicle must be used as described in the booking form and only for the business of the charity hiring the bus. The bus must not be used in any form or purpose as a taxi business.
15. All organisations must display an exemption permit from The Road Traffic Act in terms of 'Hire or Reward' use. This is known as a Section 19 permit, which is specific to the hiring organisation. For more information see <https://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport/section-19-and-22-permits-not-for-profit-passenger-transport>
16. The driver is responsible for the security of keys and will be held responsible for the cost of replacements and any additional costs incurred due to the loss or damage of keys. i.e. reimbursing fuel for delivery of a spare key
17. The driver is responsible for the safety and security of the vehicle it should be parked safely and appropriate and in accordance with the law. It should always be left secure and locked.
18. The driver is responsible for the excess of £150 for any insurance claims made. This could be for damage fire theft etc.
19. The driver is responsible for making good any damage to the bus such as torn seats damaged fixtures or fittings or missing equipment. All repairs and replacements will be arranged by the group and not by the driver but will be charged for this. (this does not include replacing any first aid supplies the group will restock this with no charge made BUT please report any items that are used upon return of vehicle).

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20. The vehicle must be returned clean and tidy swept out and washed if excess dirt and mud is on the outside / inside. If the vehicle is returned dirty and needs any attention from the group to make good, then the driver will be charged £30 per hour. We may refuse to hire the vehicle to you in the future.
21. Report any defects failures or problems immediately. All contact details are in the logbook in the glove box.
22. The vehicle can only carry 16 passengers and one driver. Every person must have their own seat and seat belt
23. The vehicle is not fitted insured or permitted by design for towing.
24. The driver will be responsible for paying any road traffic fines or other expenses. Should the group be notified by statutory agencies then the group; will inform the hiring organisation to declare who was driving the vehicle at the time of the incident/fine
25. It is illegal to drive and use a hand-held communication device i.e. mobile phone
26. Alcohol will not be consumed in the vehicle by passengers and can be illegal in certain circumstances.
27. Drivers must be aware of the own fatigue levels especially when away on camp. If you are tired or unable to drive the bus due to ill health, then don't. ask another driver to undertake driving duties or speak to the GSL who will arrange for another driver to have a license check.
28. The driver, persons and organisations who are hiring the bus from the group will not fix repair modify change or undertake any maintenance of the vehicle please speak to Anth Gibson immediately should a fix be required. His contact details are in the log file in the glove box.
29. Breakdown information is in the logbook in the glove box. remember if you break down it may be the safest option to evacuate the bus and put passengers in a safe location i.e. behind the crash barrier on a motorway or up a grass verge.

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30. If you experience an accident / collision, then please ensure all passengers and others involved are ok then follow the procedure detailed in the logbook in the glove box
31. The organisation hiring the bus is responsible for ensuring it is used correctly legally and not mistreated in any way.
32. The group must stress that they reserve the right to cancel stop or remove hire at any point for whatever reason. The group will not be responsible for loss to any organisation due to this occurring or the vehicle becomes unavailable due to mechanical failure or any other reason. The group may refuse any future bookings to any organisation for any reason whatsoever.
33. The 7th Darlington Sea Scout is a Charity please respect our bus.

The group will consider further action should it feel necessary to recover loss or expense from the hiring organisation. By completing a booking form, you agree to the Terms & Conditions detailed in this document.

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