**Conditions of borrowing 1st Sunningdale Scout Group’s Minibus**

**Introduction**

1st Sunningdale Scout Group’s minibus is available for use by members of the Scout and Guide Association, or other Groups as approved, in accordance with the following conditions.

**Minibus**

The vehicle is a Ford Transit 14-seater, Diesel vehicle - for 14 persons including the driver. The seats have 3-point inertia seatbelts, and their mountings meet M2 type approval. Inside the tough rigid steel body, all the seats face forward with head restraints.

Specification: 2.2Hdi Diesel engine. Colour: White. Registration: EX13 UKO

\*\*NB. The minibus is NOT fitted with a tow bar. \*\*

**Conditions**

1st Sunningdale Scout Group has a responsibility to ensure that the minibus is used and operated in accordance with all the recommendations of The Scout Association and Government regulations.

Bookings will only be accepted after careful consideration of the following:

1. Journey / Destination i.e. distance and period of day for travel. (NB – Journeys outside the UK are not permitted)
2. Driver/Relief Driver licence and experience. A relief driver is necessary if a journey is over 100 miles a day.
3. Age group of passengers, i.e. Squirrel Scouts, Beaver Scouts, Cub Scouts, Scouts, Explorer Scouts, Network Members, or other agreed groups.
4. For use in the UK, Isle Man or The Channel Islands only. (Overseas use subject to separate conditions and legislation).

**Insurance**

The vehicle has comprehensive insurance for any driver over the age of 21 and under 70 years old, with a full UK driving licence, which they have held for at least two years. There is an excess charge on our policy of £150 and a windscreen excess of £75.

**Security**

The minibus is equipped with a steering wheel lock and a pedal lock. The steering wheel lock should always be used whenever the minibus is parked, and the pedal lock whenever it is left for more than a short time, and always overnight. If any keys are lost during a hire, it must be reported to the police immediately (a condition of the insurance) and confirmed with the Minibus Manager. Depending on the situation, any costs associated to the incident and not covered by the insurance, will be deducted from the deposit.

**Section 19 Permit**

Our minibus is hired in accordance with the Section 19 permit scheme (formally the ‘small bus scheme’). In accordance with the law all hirers must hold their own Section 19 permit. This must always be on display in the windscreen of the minibus during the period of hire. A scanned copy of your permit must also be provided to 1st Sunningdale Scout Group prior to collection of the minibus.

If you do not currently hold a Section 19 permit, please ask and we will point you in the direction of how to purchase one for your group.

Please note that you must order the Section 19 permit. Please allow for ordering and delivery time before the use of the minibus. Even if you have one on order unless you can display the permit you will not be permitted to hire the minibus. 1st Sunningdale Scout Group holds no liability for any cost incurred because of the inability to display a Section 19 permit.

For more information on Section 19 permits please see the links on the 1st Sunningdale Scout Group website.

**Collection and Return Arrangements**

The vehicle is available for collection from The Scout Hut, Sandy Lane, Sunningdale, SL5 0ND. The vehicle will be supplied in a clean and roadworthy condition with a full tank of fuel. It should be returned as such, i.e. clean, roadworthy, a full tank of fuel and any mechanical problems or difficulties reported on the vehicle Record of Use form. A charge may be made if the above criteria are not met, or for late return, unless we are notified of such.

**Fuel**

The vehicle runs on DIESEL FUEL. The fuel filler cap is between the passenger door and the sliding door and does not require the key. The minibus should be returned with a full tank of fuel to avoid charges being deducted from the deposit. Engine damage resulting from the wrong type of fuel being used whilst on hire will be the responsibility of the hirer, who will have to pay for the full repair costs.

**Accidents**

In the event of an accident, the driver should comply with the statutory legal requirements but ADMIT NO LIABILITY WHATSOEVER. An accident report form (BLUE) available in the PLASTIC WALLET in the passenger door pocket, should be filled out, with the other party’s form (YELLOW), also in the plastic wallet, given to the other party/s involved. A call must then be made to the Minibus Manager - details available in emergency details section.

If the minibus is roadworthy, it should be returned as normal; if not, arrangements should be made to return the minibus under tow or on a flatbed to Sandy Lane with all costs covered by the hirer.

**Breakdown**

The minibus comes with breakdown cover provided by via QBE Insurance. In the event of a breakdown and the cause cannot be rectified then please call QBE on 0800 389 1708 and quote policy number –

**00038927MBP Policy holder: 1st Sunningdale Scout Group**

In the event of a puncture please do not attempt to replace the wheel, call the above breakdown organisation. The hirer may be liable for the cost of replacing the tyre if it is damaged beyond repair due to kerbing, or being driven whilst it is flat or punctured.

**Replacement Vehicle**

Should the minibus not be available on the date, or the time booked due to unforeseen circumstances, (i.e. breakdown, accident, or theft), and we have no alternative vehicle, 1st Sunningdale Scout Group holds no liability for any costs involved in finding a replacement vehicle or any charges that may that be accrued.

**Drivers**

Both the driver and the relief driver must be over 21 years of age and under 70 years old, having held their licence for at least 2 years. They should have taken the MIDAS Driving Test (Minibus Driver Awareness Scheme) and possess a current MIDAS certificate as being competent to drive a minibus.

OR

Both the driver and the relief driver should have completed a driving competences test with 1st Sunningdale Scout Group or one of the other affiliated Scout Groups with minibuses in South, and South East Berkshire. If this is not currently held it can be arranged prior to collection. If the driving competences test is done on the day of collection and the driver does not pass, they will be unable to hire the minibus. 1st Sunningdale Scout Group will not be held liable for any costs incurred due to the subsequent non-hire.

N.B. The 1st Sunningdale Scout Group test only confirms that we are happy to allow the driver (and relief driver) to drive our minibus, the driver holds all liability for their actions/driving whilst in control of the vehicle for the period of hire.

The driver will be responsible for all aspects and use of the vehicle, as set by current Government legislation and regulations. We encourage you to have more than one driver for short or two for longer journeys. Any penalties and fines incurred will be passed on to the group hiring and the driver recorded on the Record of Use form.

Drivers are required to complete the Record of Use form and record each journey. (See details at end of document). The driver shall not be responsible for the passengers’ supervision whilst in control of the vehicle.

**Booking Arrangements**

Booking of the minibus (or trailers) must be made through the 1st Sunningdale Scout Group website

<https://sunningdalescouts.org.uk/wp/minibus/>

Please complete the online initial booking request form.

Within 3 days of submitting your booking our Minibus Manager will confirm availability for the dates you have requested and email to you a complete list of all the forms and paperwork required for the hire. Please return them ASAP with any requested scans via email to

minibus@sunningdalescouts.org.uk

To satisfy our insurers we must see the driving licence and MIDAS certificate (if held) of all drivers who may use the vehicle during the hire period. Please provide a copy of your driving licence prior to collecting the vehicle and we will retain the copy on our secure file. If you would like to have multiple drivers registered to drive, please make this clear at the time of booking, along with all their details. We will also ask you to allow us to check all driving licence details via the gov.uk website. 1st Sunningdale Scout Group reserve the right to ban a driver from driving the minibus should they allow another person, who has not been registered and approved by 1st Sunningdale, to drive the minibus.

**Charges**

Pictures of the minibus and both trailers are on the 1st Sunningdale Scout Group website. The charges for minibus and each of the trailers are as follows:

MINIBUS

Evenings (4pm – 10pm) £25.00

One Day (24hrs, maximum of 5 days) £50.00 per day

Weekend (Fri 4pm – Sun 10pm) £100.00

Full Week (maximum of 7 days) £450.00

NB – The minimum hire charge for non-Scouting organisations is one day @ £50.00 irrespective of the length of time hired.

PER TRAILER

One Day (24hrs, maximum of 5 days) £20.00 per day

Weekend (Fri 4pm – Sun 10pm) £40.00

Full Week (maximum of 7 days) £65.00

**Payment**

An invoice for the hire of the minibus or trailers will be sent to you and payment should be made once your booking has been confirmed and all the relevant documentation has been sent to the Minibus Manager and checked. This must be done prior to collection, via Bank Transfer to the following account:

1st Sunningdale Scout Group

sort code 20-45-45

account number 23526585

You will need to bring a copy of confirmation of transfer from your bank’s website when you collect the minibus.

**Deposit**

A deposit of £150 is required when you collect the minibus – either as a cheque or cash. The deposit is to cover failure to return the vehicle on time or used to partially offset the driver’s liability for the £150 excess charge should an insurance claim arise. Part may also be held if the minibus is not returned with a full tank of fuel and/or in a clean condition. The £150 deposit will be given back when the minibus is returned, should none of the above arise.

**Cancellation**

If a cancellation is made more than a month in advance then a full refund of the deposit will be made, if cancellation is less than a month then 20% of the hire charge will be deducted from the deposit as an administrative charge, if cancellation is less than two weeks 50% of the hire charge will be deducted. If a cancellation is received less than 48 hours prior to collection the full hire charge will be taken from the deposit. (The full deposit will be returned if we receive an alternative booking for same hire period).

**Emergency Contacts**

In case of an accident or other emergency please contact one of the following:

**David Brittain – Minibus Manager – 07736 083383**

**Micky King – 1st Sunningdale Chair – 07771 613148**

**Hilary Crofton – 1st Sunningdale GSL – 07714 245494**

**Daily Usage Paperwork**

On hiring the minibus, you will be provided with enough Records of Use forms for the duration of your hire period. A new entry on the form MUST be made every day and filled out at every change of driver. If this is not done, and penalties or charges are accrued against the vehicle then the person named and signed on the booking forms details will be passed to the relevant authorities.

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

* Built up areas\* (where no lower limit applies) 30mph
* Single carriageway roads (where no lower limit applies) 50mph
* Dual carriageways (where no lower limit applies) 60mph
* Motorways (where no lower limit applies) 70mph
* Motorway when towing a trailer (where no lower limit applies) 60mph

\*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.

Drivers should note the minibus has a speed limiter fitted that will prevent the vehicle exceeding 62mph. This is very important to bear in mind, particularly when overtaking. The speed limiter is a legal requirement.

**Useful Information**

* Tyre pressure information is located inside the door frame on the driver’s side.
* The bonnet is opened using the ignition key. Insert the key and turn in the direction indicated by the arrows and the sequence of the numbers.

A full explanation of the forms and the emergency pack information will be provided at the time of collection.

Note: THIS DOCUMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE

14 March 2024. Conditions of borrowing 1st Sunningdale Scouts’ Minibus v. 2