

Letchworth and Baldock District Scout Council

Minibus Conditions of Use

1. All drivers must be aged between 25 and 70.
2. All drivers must have a clean licence, and no accident claims in the previous 5 years.
3. All drivers must have held a driving licence for a minimum of 2 years.
4. All drivers must share a Licence Check code using the online GOV.UK portal no more than 14 days before the start of the booking.
<https://www.gov.uk/view-driving-licence>
5. Drivers must demonstrate that they are a safe and competent driver of such a vehicle. Drivers must hold a current MIDAS qualification, Hertfordshire County Council Minibus Permit or PCV licence. Other schemes may be accepted on request.
6. The Minibus is only to be used by Scouts, Guides and other non profit making organisations and may only be driven by person/s named on the form.
7. If a trailer is used, the trailer and its contents are **not covered by the minibus insurance**.
8. Any faults detected during use must be notified immediately upon its return to the Minibus administrator and noted in the driver logbook.
9. Letchworth & Baldock District Scout Council will reimburse the cost of any emergency repairs necessary during use, that have been agreed with the minibus administrator, upon production of a receipted invoice.
10. The Minibus is not to be used for any purpose other than the transportation of people.
11. **The insurance does not cover carriage of goods**. Goods must not be placed on the seats under any circumstances.
12. Travel over/in rough terrain, riverbeds etc. is strictly prohibited. The only exception to this rule is access to recognised campsites.
13. The vehicle is supplied with a full tank of fuel and must be returned with a full tank.
14. The vehicle is always to be kept clean and tidy inside and out.
15. Any damage caused to the minibus shall be the sole responsibility of the hirer. Any costs associated with repairs must be paid in the time frame agreed upon with Letchworth & Baldock District Scout Council. An additional daily charge can be imposed should the vehicle be taken out of commission.

16. Engine damage resulting from the wrong type of fuel being used while on hire will be the responsibility of the hirer, who will have to pay the full repair costs.
17. The insurance policy has an excess (ask minibus administrator for details) and this will be passed on to the user in the event of an accident claim.
18. All bookings are subject to a deposit which is to be paid in advance and will be refunded if the minibus is returned clean and refuelled as outlined in 13 & 14 above.
19. All cancellations must be made at least 30 days prior to the start of use, or you may lose your deposit.
20. All bookings for key and popular busy dates, such as school holidays, require a 60 days cancellation notice. Failure to do so may result in the full cost of the booking being charged. It is at the discretion of Letchworth & Baldock District Scout Council what constitutes a "key and popular busy date".
21. **Minibus permit, section 19.** Each organisation e.g. Scout Group/District/County/Region will need to apply for their own permit, and they are not transferable. The permit must be displayed in whichever vehicle you are driving at the time. The Section 19 permit must be displayed in the windscreen, as this is an Operator's License failure to do this may lead to prosecution.
22. The minibus has breakdown cover provided by the RAC. This includes roadside assistance and towing to a garage. It covers overnight accommodation, replacement vehicle and onward travel cost up to certain limits. There is a contact card and details of the cover in the minibus.
23. Any parking/speeding, traffic violations or congestion charges are the sole liability of the hirer or driver at the time of offence (a logbook is provided to record who is driving and when). Letchworth & Baldock District Scout Council will pass all information of our hirers on to the relevant authorities for them to collect fees or fines.
24. Letchworth & Baldock District Scout Council will not be held responsible for financial or personal loss in the event of mechanical failure. We strive to ensure that our minibus is serviced to the manufacturers specifications but cannot be held accountable should the vehicle develop a fault while carrying passengers. In the event of a breakdown, Letchworth & Baldock District Scout Council is under no obligation to pay for alternative travel arrangements.
25. Use of prohibited substances in our minibus is banned at all times. We reserve the right to cancel the hire with immediate effect and eject all passengers. We will not be held accountable for any resulting travel costs.
26. Our minibus maintains a strict no smoking policy by law
27. The weight limits for the vehicle, trailer and contents must never be exceeded.

Failure to comply with any of the above conditions could result in the user bearing the cost of any claims made.