

## Rules and Conditions of use of the Minibus

While the main objective is to provide transport facilities for 7<sup>th</sup> Blackpool Scout Group and as such they will always have first call on it, we would like to see the vehicle being used for the benefit of as many people as possible.

Minibuses are at the same time a wonderful asset and a significant liability. Proper operation of the vehicle is essential to the advantages of the asset being realized and penalties of the liabilities being avoided. It is for that reason that we have set down some rules for the use of the vehicle.

### **These rules are subject to change at any time and without notice.**

#### **Rules of the Minibus**

1. The Permit Disc \* must be displayed in the windscreen of the vehicle during use for the transportation of personnel. The current permit covers Group use only other users should obtain their own permits either from Scout Headquarters or for Non Scouting users through the Local Authority or the DVLA.
2. A primary driver must be declared for the use of the bus and the vehicle will only be issued to him or her.
3. The primary driver is responsible for ALL aspects of the care, protection and use of the vehicle. If more than one driver is declared, the primary driver has overall responsibility for the vehicle and its operation but the current driver is responsible for the safety of the vehicle and its passengers.
4. Only authorized drivers may drive the vehicle. Anyone who drives without authorization **will be driving without insurance**. (In the event of an emergency advise Rachel Tax for authorisation of another driver) All drivers are responsible to ensure that the law is complied with and must check before moving off that the:-
  - Vehicle is road legal (includes Trailer)
  - Tyres meet current regulations
  - Lights are in working order
  - Trailer is properly hitched
  - All doors properly closed
  - Passengers seatbelts are fastened
5. The vehicle must be kept locked when not attended by a responsible adult.
6. Smoking in the vehicle is not allowed neither is **food** or **drink** to be consumed other than water.
7. Log book must be completed for each journey, e.g. milage, driver etc
8. Any defects must be logged in the log book and reported. Users are liable for the first £150 damage to the vehicle.
9. The vehicle must be returned in a clean and tidy condition with a full tank of fuel.
10. Failure to adhere to these rules will be viewed as untoward behavior.
10. No Congestion Charges are included in the hire charge. Please inform if you intend to use either. **In the event of a charge being received it will be the hires responsible for payment.**

## **Driver Rules** (*almost all of these rules are imposed by Government regulation*)

1. You must be 25 years or over and 65 years or younger, unless specifically named on the insurance policy.
2. You must have an appropriate licence allowing you to drive
  - a. If you passed your test (not automatic) **before 1st Jan 1997** you will have the appropriate driving licence unless specifically excluded (usually on medical grounds).
  - b. If you passed your test on or **after 1st Jan 1997**
    - i. Minibus without a trailer - Vehicle Category D1 (passenger carrying vehicle (9-16 passenger seats)
    - ii. The minibus and trailer - Category D1+E
    - iii. **IF** you passed a standard non-automatic test (category B) **and** you have 2 years driving experience you may drive the minibus **but you may NOT tow a trailer.**
3. A copy of your driving licence will be required in advance to allow authorization to drive.
4. You must not be paid or receive benefit in kind for driving the minibus (conditions of Permit)

## **Small Bus Permit\***

The Scout Association is authorized to issue Small Bus Permits under Section 19 of the Transport Act 1985. This allows the holder of a permit to operate a small bus (up to 16 passenger seats + Driver) for hire or reward.

Scout Group minibuses are operated in a “for hire or reward” environment because entitlement to travel on the bus is by membership of the holding organization. This interpretation is the result of a Court Ruling. You must **not** make a profit from the operation of the minibus operated under the Small Bus Permit.

You may download an application form from Scout base. There is a small fee (£10 as at 15 July 2024). The permit lasts 5 years unless withdrawn for any reason.

The Permit is issued to the organization NOT to the vehicle. If you hire a minibus you will need one to use it. The vehicle will not come with a permit. If you need 2 minibuses you will need 2 permits.

## **During Travel**

It is best practice to have a 2<sup>nd</sup> responsible adult travelling in the Minibus.

All doors must be unlocked while carrying passengers.

All passengers must wear safety belts.

Exit doors must not be blocked with group or personnel kit/equipment

7<sup>th</sup> Blackpool Scout Group take no responsibility for any kit/equipment neither loaded on the roof of minibus nor stored inside

***Concentrate on the driving. The vehicle is much longer than the average car particularly when towing a trailer. Be aware also of Height restrictions. OK for almost all public roads but some sites have a much lower height restriction.***