

# **31ST PENTLAND SCOUT GROUP MINIBUS POLICY**

## **DRIVER RULES**

1. *You must be aged 21 or over and under 70.*
2. *If you passed your test before 1<sup>st</sup> January 1997 you will have the correct driving licence unless specifically excluded – usually on medical grounds*
3. *If you passed a standard non-automatic test on or after 1<sup>st</sup> January 1997 and have driven for two years or more you can drive the minibus but NOT tow a trailer. We can arrange the necessary instruction and test for you to get the necessary licence to allow you to tow a trailer, at a cost to you or your group.*
4. *You must be on our list of authorised drivers and have produced both parts of your licence in advance before you can be included.*
5. *In the past five years you must not have been convicted of any motoring offence (other than parking), or sustained a fixed penalty resulting in an endorsement of the licence (other than one SP30 speed camera offence) or have a prosecution pending or ever have been disqualified.*
6. *You must not have been involved in any motor accidents or made a claim (fault or no fault) during the last three years.*
7. *You must not be paid for driving the vehicle (condition of Permit).*

## **RULES RELATING TO USE OF THE MINIBUS**

1. *The user/hirer Group/organisation must be in possession of a valid Minibus Permit. Scout groups can obtain these on completion of an application form available on Scoutbase (Google 'Scout minibus permit') and payment of a fee of £5 to Gilwell. The permit lasts for five years. Other organisations can obtain them from the Department of Transport website at a cost of £11.*
2. *The permit must be displayed on the windscreen of the vehicle whilst it is in use.*
3. *Only members of the Group/organisation that holds the permit may be carried.*
4. *A maximum of 15 passengers must be carried in the minibus.*
5. *The vehicle must be kept locked at all times when a responsible adult is not with the bus.*
6. *The vehicle must be returned in a clean and tidy condition.*
7. *No food or drink, except plain water, may be consumed inside the bus.*
8. *Only day sacs should be carried inside the vehicle. No rucsacs, camping equipment or gas bottles are permitted.*
9. *The maximum speed for the minibus is 60mph.*
10. *All speed humps should be crossed at a maximum speed of 10mph.*
11. *You should only use the fuel card for putting diesel in the vehicle. You will not be charged by the filling station for doing this.*
12. *Only authorised drivers may use the vehicle. Anyone who drives without authorisation will be driving without insurance.*

13. *If more than one person is an authorised driver, the primary driver will be the one who the vehicle is issued to. This person has overall responsibility for the vehicle and its operation.*
14. *The person driving the vehicle is responsible for ensuring that the law is complied with. This person must check that:*

*All doors are properly closed.*

*Passengers seatbelts are all fastened.*

*The vehicle is road legal (including the trailer). This means ensuring that all tyres are inflated to the correct pressure - minibus 3 (44) - and that all lights are working and that the trailer is properly hitched.*

15. *The log on the vehicle must be completed and end of hire check list must be filled in.*

#### **ACCIDENTS**

1. *The minibus has fully Comprehensive insurance with an excess of £150.*
2. *Anyone involved in an accident will be expected to pay for the repairs or excess, whichever is the cheaper.*
3. *Anyone using the minibus who is involved in an accident must contact 31<sup>st</sup> Group chairman, Hamish Leal, immediately.*
4. *You must not give the go ahead for any repairs without his permission.*

#### **CHARGES**

*Our current charges for using the minibus are **£55** minimum charge (covering up to 100kms) and **55p** per kilometre thereafter. Our twin-axle box or open trailers can be hired for £10 per day, £25 per weekend or **£50 per week**.*

***Failure to abide by these rules may result in a refusal to hire the vehicle to the Group/organisation responsible in future.***

*I accept the above policy.*

Signed ..... Date .....

Group/Organisation .....;

**Return to: Hamish Leal, 2 Lanark Road West, Currie, Midlothian, EH14 5ER**