

## Christchurch Scouts Minibus

### FX57 DAU

This document sets out the protocol for using the minibus owned by Christchurch District Scout Council .

It is available to be used for Scouting purposes by any member of Christchurch Scouting (subject to driving licence and insurance rules see below)

The Vehicle will be kept at the Christchurch Scout Centre.

**All drivers must read this document and complete the log book prior to using the vehicle.**

### 1. MINIBUS

The maximum seating capacity (including the driver) is 17

- The minibus is equipped with:
- A first aid kit
- A fire extinguisher
- A de-icer and scraper
- Warning triangle
- Torch
- 2 x High visibility jackets
- *The Christchurch District Minibus Driver's Pack*
  - The Christchurch District Minibus Driver's Pack contains a copy of:
    - Christchurch District Scout Council Minibus Information Card.
    - Vehicle Manual.
    - Vehicle Registration
    - Vehicle Insurance inc. AA details
    - MOT certificate
    - Log book
    - Drivers walkaround checklist

### 2. MAKING A BOOKING

Any booking is on a first come first served basis and subject to availability,

- the minibus can be booked online via the Christchurch District website [www.christchurchscouts.org.uk /programme-hub/](http://www.christchurchscouts.org.uk/programme-hub/)
- Details will be available on the Christchurch Scout Calendar (Google Calendar)
- Bookings for any period up to fourteen days. Bookings for longer periods may be accepted at the discretion of the DC
- We try to maximise the opportunities for all groups and Units to make their bookings
- All usage must be paid for in advance and within a week of booking date online.
- The person making booking is responsible to ensure payment is made
- It is important that careful consideration is given to the times for which you wish to hire the vehicle, especially the return time. This is to ensure that you

have the vehicle long enough to complete your journey, but also that you do not keep it unnecessarily when other groups could be using it

- The vehicle must be returned **fully fuelled** and **in clean condition**

If you think you may be unavoidably delayed in returning the vehicle, please telephone the DC

Contribution to upkeep: - Daily - £30, Weekend - £50, Week - £100

Payment via BACS: 20-11-39 40262196 reference "minibus" followed by group/unit name

Cost of cleaning will be charged to the last user if not in a clean condition.

*All funds will be ring fenced for the maintenance and renewal of the minibus.*

### 3. Conditions of use

- All occupants of the minibus must wear seat belts at all times
- It is best practice that young children are required to use appropriate seating. The District does not provide child seats or booster cushions but recommends the use of an appropriate child seat where the child is up to 135cm in height or under 12 years of age.
- If there are Young People in the vehicle there must be a minimum of 2 adults in the vehicle.
- Vehicle must be returned in a clean and tidy condition: all rubbish must be removed from the vehicle
- Drivers and passengers are not allowed to smoke in the vehicle.
- The vehicle is for carrying passengers and their personal carry-able luggage eg. Day-sack only.
- Drivers should ensure that ALL doors are unlocked before allowing passengers to board the minibus.
- You MUST hold a list of passengers and be able to provide a contact telephone number during the use of the vehicle in accordance with normal Scouting "In- touch" rules.
- Any fines during use resulting from illegal parking will be passed onto, and are the responsibility of the scout group using the vehicle
- Christchurch District Scouts reserve the right to make payment and then recover the amount from the group or Unit using the mini-bus.
- The user is responsible for any charges (tolls etc.) arising through the use of the vehicle.
- Any prosecution of a driver arising from the use of the minibus will be the responsibility of the scout group/Unit and /or driver. This includes any charges against a driver arising from vehicle defects.
- Drivers must inspect the vehicle before and after each hire, and note down any damage or fault on the log sheet.
- The mini-bus will be regularly maintained and serviced by our sponsor – Twynham Motor Services
- Drivers must report immediately any problems with the vehicle
- The minibus must be returned no later than the previously booked time.
- Receipts for minor repairs incurred during use must be returned to the Minibus coordinator.
- log sheet must be completed by all users
- Mini bus keys must be returned to the key safe at the CSC
- Any accident or damage to the vehicle must be notified to the DC and minibus co-ordinator as soon as possible. **Any claims** not covered by the insurance will be recoverable from the group

- Engine damage resulting from the wrong type of fuel being used while in use will be the responsibility of the group, who will have to pay the full repair costs.
- Drivers should remember that speed limits for minibuses are not the same as those for cars. The limits are as follows:
- Speed Limit (mph)
  - Built up areas\* (where no lower limit applies) 30
  - Single carriage way (where no lower limit applies) 50
  - Dual carriageways (where no lower limit applies) 60
  - Motorways (where no lower limit applies) 70 speed limiter

\*The 30 mph limit usually applies to all traffic on all roads with street lighting unless signs show otherwise. For more details, refer to the Highway Code.

- **A Speed limiter is fitted to the Vehicle which limits the vehicle to 62mph**
- The minibus must have a valid section 19 permit. This is held by the District but Groups must obtain their own permit. This can be obtained from Scout HQ cost £5. **It must be displayed in the vehicle at all times.**

#### 4. DRIVERS

- Anyone driving the Minibus must be a Member of Scouting with a current DBS.
- All drivers undertake a minibus drivers awareness course before using the vehicle.
- The vehicle is insured to be driven by anyone over 30 years but this is subject to D1 licence held ( see below)
- Drivers who passed the test before 1 January 1997 have an automatic entitlement (until the age of 70) to drive a minibus with 9-16 passenger seats. The old style of driving licence will show a driving entitlement of category A (cars). The new style of driving licence will show category B (cars) and D1 (9-16 passenger seat minibuses).
- Drivers who passed the test after 31 December 1996 are required to pass a further driving test in order to gain entitlement to drive a minibus with 9-16 passenger seats (category D or D1 on the new style driving licence). A driver who passed the manual car driving test after 31 December 1996, and who has subsequently passed a further driving test, which gives an entitlement to drive category D, or D1 vehicles, is required to have held his/her full driving licence for a minimum of 1 year.
- When a driver reaches the age of 70, entitlement to drive a minibus with 9-16 passengers is lost unless s/he passes a medical.
- In addition, a driver must:
- Be able to answer "NO" to the following questions:
  - Have you had any convictions within the last 5 years, or do you have any prosecutions pending?
  - Have you had an accident whilst driving a motor vehicle in the last 3 years?
  - Has any period of a ban from driving been operative within the last 5 years?
  - Provide details about any medical condition, or medical history (whether physical or mental, including defective vision not corrected by glasses or hearing loss not corrected by a hearing aid) that may affect his/her ability to drive a minibus. In addition, details about any medication that is currently being taken, including dosage, should also be provided.

- Christchurch District Scout Council reserve the right to refuse any driver that they believe may be unsuitable.
- The Driver must comply with all legislation when driving the minibus ( including not using a mobile phone for any purpose.)

## 5. INSURANCE

The Minibus is driven under insurance arranged by the Christchurch District Scout Council. A copy of the insurance details are held in the vehicle

- In the event of an accident, the user / group will be liable for any insurance excess payable.
- The minibus must not be used for the carriage of goods.
- Drivers must notify the DC of any changes in the circumstances relating to their driving licence (including changes in health)

## PASSENGER SAFETY

- A list of all passengers must be held on the minibus with contact details
- It is the users responsibility to assess each passenger's ability to use the steps when boarding or alighting from the minibus.
- Unfortunately this minibus is not suitable for wheelchair users.
- *YOUNG PEOPLE*
- There must be two adults in the vehicle at all times when transporting young people with DBS clearance
- It is a requirement that all passengers to wear seatbelts at all times.

## VEHICLE BREAKDOWNS

AA Breakdown Organisation covers the Minibus. This includes "Home Start" and "Recovery". More specific information is provided on the Minibus Information Card.

## OFF-ROAD USE

The Minibus should not be driven "off-road". If a driver causes loss or damage to the Christchurch District Scout Group Minibus by going "off-road", the costs of any necessary repairs will become the drivers responsibility.