

Use of the minibus is restricted to Scouting activities only. **(The minibus cannot be used for 'hire or reward')**.

User(s)/driver(s) intending to use the minibus must produce their driving licence to demonstrate their entitlement to drive this class of vehicle. A copy of the driver's licence is to be provided to and held securely by Greenford & District. All drivers **MUST** disclose whether they have any current or pending penalty points on their licence when making the booking.

A valid Section 19 standard minibus permit from the Group/District/County borrowing the minibus **MUST** be displayed in the windscreen of the minibus during use and the vehicle must be driven in accordance with this permit.

New user(s)/driver(s) using the minibus must receive a familiarisation briefing and supervised trial drive before being allowed to use the minibus independently.

User(s)/driver(s) must operate the minibus in compliance with all legislation relating to the minibus and its use on the highway.

To comply with Scouting safeguarding requirements, and in accordance with best practice, when using the minibus, it is a requirement that at least **TWO** adults, of which one must have a current DBS, are to be on board whenever the minibus is moving and Young People (not related to the driver) are aboard.

Seatbelts must be used by all persons whilst the minibus is in use.

Only small items of luggage and soft equipment can be transported inside the minibus at any time. All luggage carried inside the minibus **MUST** be packed securely, kept clear of the gangway, and not positioned higher than seatbacks level unless securely stored in the purpose made high level luggage racks. Heavy items and large boxes **MUST NOT** be positioned on seats at any time to avoid damage to the seats and the inside of the minibus and avoid endangering the driver should the vehicle be involved in an accident. As declared to our insurers, passenger seats **MUST NOT** be removed from the minibus for any reason.

User(s)/driver(s) will be responsible for all parking fees, penalty fines however incurred as well as any Congestion or Ultra-Low Emission Zone charges or other road tariffs incurred when the vehicle is in their possession.

User(s)/driver(s) will be responsible/liable for any repairs to damage done whilst the vehicle is in their possession. If the extent of the damage makes the minibus inoperable for subsequent users (before the damage can be repaired) then the user who has incurred the damage will be liable to pay for the commercial hiring of a replacement minibus to satisfy any imminent bookings.

User(s)/driver(s) will be liable for the replacement of any lost or damaged key fobs as well as any damage done getting into the minibus to re-programme lost keys, etc.

Upon collection, the minibus will have a full tank of fuel and will be clean and tidy inside and out.

Upon collection, user(s)/driver(s) should check the levels of fuel, oil, coolant, brake fluid, windscreen washer fluid and tyre pressures. These checks are also required daily basis if the minibus is being used for 2 or more consecutive days.

Upon collection and return by the user(s)/driver(s), any existing damage, defects, warning lights must be noted in the Record Book and reported to the District Minibus Coordinator (MBC).

Any defect(s) or damage to the vehicle whilst in the possession of the user(s)/driver(s) must be recorded in the Record Book (and be reported immediately to the District MBC). The costs of rectifying the defect(s) or damage may be recharged to the user(s)/driver(s).

The minibus shall be returned with a full tank of 'Premium', 'Supreme' or equivalent grade fuel (two clicks of the pump) and be cleaned and left tidy inside and outside. Failure to comply with this condition will result in the user(s)/driver(s) being recharged the costs of replenishing the fuel plus an additional charge of £20 for the inconvenience caused to the host District. Failure to return the minibus in a clean and tidy condition will result in the user(s)/driver(s) being charged the cost of a local hand wash cleaning establishment to return the minibus(es) to their expected level of cleanliness.

Please refer to the Suggested Donations document for details of how to make the donation. Payment should be made to District within 14 days of returning the minibus(es) - NOT to the District Minibus Co-Ordinator.