



Minibus Loan Policy

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This document sets out the procedures, and terms and conditions for borrowing the minibus operated by 11th/9th Cambridge Scout Group.

Our minibus borrowing service is only available to non-profit making community and voluntary groups in Newnham and the surrounding area who hold a valid Section 19 Permit.

It is important to realise we cannot guarantee that a member will be able to make all the bookings they would like.

1 Small bus permit operation

The minibus is operated under the Small Bus Permit legislation. Therefore it can only be operated by authorised officials of organisations holding a valid Section 19 Permit ([Government Guidance](#) and [Scouting Guidance](#)). Section 19 means that the minibus cannot be operated for hire or reward.

2 Minibus

The seats are fitted with seatbelts, which passengers must use at all times, unless they hold a medical exemption certificate.

The minibus is equipped with:

A first aid kit
A fire extinguisher
High visibility vest

A ringbinder containing:

- mileage log sheets
- a copy of this policy
- the vehicle specification
- a map showing minibus parking
- a pencilcase with pens where receipts can be left

3 General Terms and Conditions

3.1 Drivers

Drivers should ensure that all doors are unlocked before allowing passengers to board the minibus.

Drivers must not drive whilst under the influence of drugs or alcohol.

Drivers must not indulge in dangerous driving, or abuse the vehicle.

11th/9th Cambridge Scout Group reserve the right to ban a driver from driving the minibus should that person allow another person who has not been through the relevant 11th/9th Cambridge Scout Group Minibus vehicle familiarisation and driver registration process to drive the 11th/9th Cambridge Scout Group Minibus. In such circumstances, the driver(s) may be liable to prosecution.

11th/9th Cambridge Scout Group reserve the right to ban a driver from driving the 11th/9th Cambridge Scout Group Minibus if there are reasonable grounds for believing that person knowingly failed to report any damage to, or accident involving, the 11th/9th Cambridge Scout Group Minibus



whilst it was in their care.

Any fines during bookings resulting from illegal parking will be passed onto, and are the responsibility of, the user. 11th/9th Cambridge Scout Group reserve the right to make payment and then recover the amount from the user. 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 11th/9th Cambridge Scout Group Minibus will be the responsibility of the user and/or driver. This includes any charges against a driver arising from vehicle defects.

3.2 Vehicle Care

Drivers and passengers are not allowed to smoke in the 11th/9th Cambridge Scout Group Minibus.

Vehicles must be returned in a clean and tidy condition: all rubbish must be removed from the vehicle before the end of the user. Failure to do so may result in a £30 surcharge being added to the user's invoice.

Drivers must inspect the vehicle before and after each loan, and note down any damage or fault on the log sheet.

The user is responsible for maintaining correct oil and water levels and correct tyre pressures during the period of the loan.

The user may be liable for the cost of replacing a tyre if it is damaged beyond repair due to kerbing, or being driven on whilst it is flat or punctured.

Receipts for fuel, oil or minor repairs incurred during the loan must be returned to the 11th/9th Cambridge Scout Group Minibus coordinator, together with the log sheet and vehicle keys. Failure to do so will result in these costs NOT being deducted from the invoice.

Any accident or damage to the vehicle must be notified to 11th/9th Cambridge Scout Group as soon as possible. The cost of any damage not covered by the insurance will be recoverable from the user.

Engine damage resulting from the wrong type of fuel being used while on loan will be the responsibility of the user, who will have to pay the full repair costs.

3.3 Speed Limits

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 carriageway roads (where no lower limit applies)	50
Dual carriageways (where no lower limit applies)	60
Motorways (where no lower limit applies)	70
Motorways (when towing a trailer) (where no lower limit applies)	60



Drivers should note that the minibus has a speed limiter fitted that will prevent the vehicle exceeding 62mph. This is very important to bear in mind, particularly when overtaking. The speed limiter is a legal requirement.

3.4 Off-road use

The 11th/9th Cambridge Scout Group Minibus should not be driven “off-road”. Travel over/in rough terrain, river beds, etc. is strictly prohibited. The only exception to this rule will be access to recognised camp sites. If a driver causes loss or damage to the 11th/9th Cambridge Scout Group Minibus by going “off-road”, the costs of any necessary repairs will become the user’s responsibility.

3.5 Bookings

You must be able to provide a contact telephone number that will be manned during the time of the loan. This is especially important for loans outside normal office hours. If you do not provide such a telephone number, 11th/9th Cambridge Scout Group cannot be held responsible for any failure to inform you about any emergency or other problem associated with the loan.

Should a group fail to turn up for a booked loan, or give little or no notice of cancelling their booking, 11th/9th Cambridge Scout Group reserve the right to levy the minimum daily charge for each day cancelled.

Should a group persistently cancel their bookings, 11th/9th Cambridge Scout Group reserve the right to levy a charge of £30 per day for each day cancelled, regardless of the length of notice given for the cancellation.

11th/9th Cambridge Scout Group reserve the right to reject, cancel or vary any booking if the purpose for which the vehicle is to be used is inconsistent with the aims, objectives or rules of 11th/9th Cambridge Scout Group Minibus.

In the event of cancellation or change to a booking by 11th/9th Cambridge Scout Group, no liability can be accepted for any loss, financial or otherwise, arising from our failure to provide a vehicle, and 11th/9th Cambridge Scout Group cannot be held responsible for breach of contract in such circumstances.

The minibus must be returned no later than the previously booked time. Should an unauthorised late return of a vehicle result in another group being unable to lend the vehicle at the time they booked, any resultant financial liability may be passed on to the first group. Wilfully keeping a vehicle beyond the booked time can be construed as taking the vehicle without the owner’s consent. In such cases, 11th/9th Cambridge Scout Group reserve the right to take any appropriate action to recover the vehicle. 11th/9th Cambridge Scout Group reserve the right to levy an additional surcharge of £10 per hour (or part thereof) in the event of an unauthorised late return of a vehicle. 11th/9th Cambridge Scout Group reserves the right to refuse booking requests from groups who are persistently late in returning vehicles.

4 Approved Driver List

Anyone driving the 11th/9th Cambridge Scout Group Minibus must be on the 11th/9th Cambridge Scout Group Approved Driver List.



In addition, a driver must:

- Be aged 21 or over,
- Have held their driving licence for at least 2 years,
- Complete the driver's registration form, including the 'check code' obtained from the DVLA, and provide a photocopy of the driver's driving licence,
- 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 ever been disqualified from driving?
 - Has any company or underwriter ever declined, cancelled or refused to renew any motor insurance, or increased the premium or policy excess, or imposed special conditions?
 - Have you had an accident whilst driving a motor vehicle in the last 5 years, regardless of fault?
- 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.

11th/9th Cambridge Scout Group may, at their discretion, accept a driver who has current endorsements on his/her licence. However any additional excess or premium that may be charged by the insurers will be payable by the user, should a claim arise.

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.

11th/9th Cambridge Scout Group reserve the right to refuse any driver that they believe may be unsuitable.

11th/9th Cambridge Scout Group reserve the right to remove a person from the Approved Driver List.

It is strongly recommended that drivers undertake MiDAS training. MiDAS is the UK national standard for the assessment and training of minibus drivers. For more details, please see the Community Transport Association website (<http://www.ctauk.org/training/midas.aspx>).

5 Insurance

The 11th/9th Cambridge Scout Group Minibus is driven under insurance arranged by 11th/9th Cambridge Scout Group.

Insurance cover may be invalidated if any of the information contained on the 11th/9th Cambridge Scout Group Minibus driver registration form is subsequently found to be false or inaccurate. Any material changes to the information on a driver's licence must be notified to 11th/9th Cambridge Scout Group Minibus before that person next drives the minibus. Similarly, should a driver have an accident whilst driving any motor vehicle after his/her name is entered on the 11th/9th Cambridge Scout Group Minibus Approved Driver List that fact must be disclosed to 11th/9th Cambridge Scout Group before that person next drives the 11th/9th Cambridge Scout Group Minibus.



In the event of an accident, the user will be liable for any insurance excess payable (set at £150 and £75 for the windscreen).

The minibus must not be used for the carriage of goods or for hire and reward.

Should a driver provide false or inaccurate information at the time of registering with 11th/9th Cambridge Scout Group, and insurance cover is consequently invalidated, 11th/9th Cambridge Scout Group reserve the right to take legal action against the relevant parties.

Drivers must notify 11th/9th Cambridge Scout Group of any changes in the circumstances relating to their driving licence (including changes in health) that occur after they have completed the application form.

6 Accessibility

We recommend that lifting & handling of passengers in our minibus should only be undertaken by individuals who have received training in the relevant techniques.

When a passenger requires to be lifted, a basic risk assessment should be undertaken. Some of the factors that should be considered include:

1. Is a lift necessary and appropriate?
2. The weight of the passenger and the nature of their disability.
3. The training undertaken by the relevant individuals, and the information that is available to them.
4. Are lifting aids available?
5. What practical steps are in place to minimise the risks involved?
6. It is the user's responsibility to assess each passenger's ability to use the steps when boarding or alighting from the minibus. Similarly, it is the user's responsibility (where applicable) to assess each passenger's ability to transfer safely from a wheelchair to a seat in the minibus, and from such a seat to a wheelchair.

7 Booking the Minibus

In general, and subject to availability, the minibus can be booked for any period up to seven days. Bookings for longer periods may be accepted at the discretion of the 11th/9th Cambridge Scout Group Minibus Booking Secretary.

Bookings for vehicle loans are only accepted from organisations that hold a valid Section 19 Permit. It is the responsibility of the organisation, not 11th/9th Cambridge Scout Group, to ensure that bookings made in the name of the organisation are made by authorised personnel. The organisation is responsible for the payment of any contributions, accepted in good faith by the 11th/9th Cambridge Scout Group, booked in its name.

All accounts must be paid promptly. Invoices must be paid within 30 days. 11th/9th Cambridge Scout Group reserve the right to refuse bookings to any group whose account is overdue.

It is important that careful consideration is given to the times for which you wish to borrow 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. If, for example, you have booked a vehicle until 5.00 p.m., then it must be returned by this time as another group may be waiting to start an evening loan. Furthermore, the vehicle may require to be fuelled, or seats may need to be removed/replaced. If you think you may be unavoidably delayed in returning the vehicle, please telephone the 11th/9th Cambridge Scout Group Minibus Booking Secretary.

Wilfully keeping a vehicle longer than the pre-booked return time will render the user liable to financial (or other) penalties. When there is an accident or breakdown, this does not apply.

8 Vehicle Breakdowns

A Breakdown Organisation covers the 11th/9th Cambridge Scout Group Minibus. This includes breakdown, at home rescue, national recovery and onward travel. The recovery will take all passengers. The MiDAS Minibus Driver's Handbook contains general details about what to do in the event of a breakdown or accident. More specific information is provided in the 11th/9th Cambridge Scout Group Minibus Information folder.

9 Loan Costs

Borrowing an 11th/9th minibus is subject to a mileage charge which includes all costs for fuel, insurance and breakdown cover.

Seats	15	17
Mileage charge (£/mile)	0.80	0.90
Minimum charge (£/day)	30	40

The 11th/9th Cambridge Scout Group reserve the right to change these contributions at any time prior to commencement of a booking, subject to informing the groups affected.

10 Fuel Purchase

If you purchase fuel during your loan period, provide us with the receipt and we'll deduct the cost from your total contribution. Receipts can be provided either electronically or physically.

Please ensure the minibus is returned with at least 1/4 tank of fuel.

10.1 Electronic submission

Please email receipts to minibus@newnhamscouts.org.uk.

10.2 Paper submission

Please place fuel receipts in the folder provided.

A Speed Limit Reminder

Drivers should remember that speed limits for minibuses are not the same as those for cars. The limits are as follows:

	Car Speed Limit (mph)	Minibus Speed Limit (mph)
Built up areas (where no lower limit applies)	30	30
Single carriageway roads (where no lower limit applies)	60	50
Dual carriageways (where no lower limit applies)	70	60
Motorways (where no lower limit applies)	70	70
Motorways (when towing a trailer) (where no lower limit applies)	70	60

B Breakdown Information

11th/9th Emergency Contact:	Catherine Lee Minibus Booking Secretary	07834 790912 01223 697474
Breakdown cover (15) EU08 KBY	AA Minibus Rescue BCASP410122	0800 374457
Breakdown cover (17) GX14 NFL	AA Minibus Rescue via QBE 00023150MBP	0800 389 1708

Should a minibus break down while on loan, the breakdown numbers for minibus rescue are found above. If roadside assistance cannot solve the problem, the AA will provide onward travel. Please notify the 11th/9th Emergency Contact. The minibus can be transported to:

AutoKare Cambridge
Unit 6 & 7,
261-263 Barnwell Rd,
Cambridge
CB5 8SL

If AutoKare is closed, the bus can be left just outside, and the keys put in the key drop on their gates.





C Dartford Crossing

The group has a Dart Charge account. If you are planning to cross on the Dartford Crossing, please let us know planned crossings so we can make sure the account is topped up. We will invoice for the crossings at the end of your loan.

D Bus-specific Useful Info

D.1 15-seater Renault Master EU08 KBY

Fuel: Diesel

Height: 2.5m

Length: 5.9m

Width (excl. mirrors): 2.0m

This bus can be driven on an ordinary car (B) driving licence.

D.2 17-seater Ford Transit GX14 NFL

Fuel: Diesel

Miles with fuel light on: says 32, but that is on flat. **Assume <30.**

Height:

Length:

Width (excl. mirrors):

This bus can be driven on an ordinary car (B) driving licence when not towing a trailer. When driving with the trailer, D1+E is required.

D.3 Trailer Ifor Williams BV105

6 foot headroom

Length: 4.7m (3m internal)

Width: 2.1m (1.47m internal)