

# Wandsworth District Scout Minibus

## Introduction

The minibus seats are fitted with inertia reel seatbelts. Passengers must use the seatbelts at all times, unless they hold a medical exemption certificate.

The maximum seating capacity (including the driver) is 16.

The minibus is equipped with:

- A first aid kit
- A fire extinguisher
- A de-icer and scraper
- Warning triangle
- Torch
- High visibility waistcoat
- Vehicle Manual

# Wandsworth District Scout Minibus

## Terms and Conditions of Use

1. Drivers and passengers are not allowed to smoke or vape in the Wandsworth District Scout Minibus vehicle.
2. No eating or drinking is permitted within the vehicle.
3. Vehicles must be returned in a clean and tidy condition: all rubbish must be removed from the vehicle before the end of the booking. Failure to do so may result in a £30.00 surcharge.
4. Wandsworth District Scouts reserve the right to prohibit a driver from driving the minibus should that person allow another person who has not been through the relevant registration and vehicle familiarisation process to drive the vehicle. In such circumstances, the driver(s) may be liable to prosecution.
5. Wandsworth District Scouts reserve the right to prohibit a driver from driving the Wandsworth District Scout Minibus if there are reasonable grounds for believing that person knowingly failed to report any damage to, or accident involving, the Wandsworth District Scout Minibus whilst it was in their care.
6. Should a group fail to turn up for a booking, or give little or no notice of cancelling their booking, Wandsworth District Scouts reserve the right to levy the agreed charges for the period cancelled.
7. In the event of cancellation or change to a booking by Wandsworth District Scouts, no liability can be accepted for any loss, financial or otherwise, arising from our failure to provide a vehicle, and Wandsworth District Scouts cannot be held responsible for breach of contract in such circumstances.
8. Drivers should ensure that ALL doors are unlocked before allowing passengers to board the minibus (please note the rear doors are designed for emergency use only and not general access).
9. Any fines incurred during a booking resulting from illegal parking, bus lane misuse etc. will be passed onto, and are the responsibility of, the driver. The driver is responsible for any charges (parking fees, tolls etc.) arising through the use of the vehicle.
10. Any fines or prosecution of a driver arising from the use of Wandsworth District Scout Minibus will be the responsibility of the driver. This includes any charges against a driver arising from vehicle defects.
11. Drivers must not drive whilst under the influence of drugs or alcohol.
12. Drivers must not indulge in dangerous driving, or abuse the vehicle.
13. Drivers must inspect the vehicle before and after each booking, and note down any damage or fault on the log sheet.
14. The driver is responsible for maintaining correct oil and water levels, and correct tyre pressures, during the period of the booking.

## Wandsworth District Scout Minibus

15. The driver 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.
16. The minibus must be returned no later than the agreed time. Should an unauthorised late return of a vehicle result in another group being unable to utilise the vehicle at the time booked, any resultant financial liability may be passed on to the first group. Wilfully keeping a vehicle beyond the booked time will be construed as taking the vehicle without the owner's consent. In such cases, Wandsworth District Scouts reserve the right to take any appropriate action to recover the vehicle. Wandsworth District Scouts reserve the right to levy an additional surcharge of £10.00 per hour (or part thereof) in the event of an unauthorised late return of a vehicle. Wandsworth District Scouts reserves the right to refuse booking requests from groups who are persistently late in returning vehicles.
17. The vehicle must be returned with a full tank of fuel. In the event of the vehicle not being returned fuelled at the end of a booking the users will be liable for the costs.
18. Any accident or damage to the vehicle must be notified to Wandsworth District Scouts as soon as possible. The cost of any damage not covered by the insurance will be recoverable from the driver. In the event of collision no liability should be admitted, and the incident form completed.
19. Engine damage resulting from the wrong type of fuel being used while on a booking will be the responsibility of the driver, who will be liable for the full repair costs.
20. The minibus can only be used within the United Kingdom without prior agreement from the Wandsworth District Scout Council.

# Wandsworth District Scout Minibus

## REGISTER OF DRIVERS

Anyone driving the Wandsworth District Scout Minibus must be on the Wandsworth District Scout Minibus Register of Drivers.

A driver must:

Be between the ages of 25 and 70, have held their licence for more than 2 years and must have lived in the UK for more than 5 years.

Complete and sign the Minibus driver's registration form: a photocopy of the driver's driving licence will be attached to this form, together with the 'check code' obtained from the DVLA. DVLA check codes will be required annually or as requested to maintain an entry on the Register.

Be able to answer "NO" to the following questions:

- a. Have you had any convictions within the last 5 years, or do you have any prosecutions pending?
- b. Have you had an accident whilst driving a motor vehicle in the last 5 years?
- c. Has any period of a ban from driving been operative within the last 5 years?
- d. 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?

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.

Wandsworth District Scouts reserve the right to refuse any driver that they believe may be unsuitable.

## VEHICLE FAMILIARISATION

A driver who has been accepted by Wandsworth District Scouts will be eligible to drive the Wandsworth District Scout Minibus. A vehicle familiarisation may be required before a driver can drive the vehicle

# Wandsworth District Scout Minibus

## INSURANCE

The Wandsworth District Scout Minibus is driven under insurance arranged by Wandsworth District Scouts.

Insurance cover may be invalidated if any of the information contained on the Wandsworth District Scout 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 Wandsworth District Scouts 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 Wandsworth District Scout Minibus Register of Drivers, that fact must be disclosed to Wandsworth District Scouts before that person next drives the Wandsworth District Scout Minibus.

Wandsworth District Scouts reserve the right to remove a person from the Register of Drivers if:

That person is involved in a serious own-fault accident.

That person has more than one minor own-fault accident in any 12 month period.

In all such cases, Wandsworth District Scouts shall be the sole arbiter when determining whether an accident is serious or of a minor nature.

Wandsworth District Scouts may, at their discretion, accept a driver who has current endorsements on his/her licence. However any additional excess that may be charged by the insurers will be payable by the driver, should a claim arise.

In the event of an accident, the driver will be liable for any insurance excess payable.

The minibus must not be used for the carriage of goods.

Should a driver provide false or inaccurate information at the time of registering with Wandsworth District Scouts, and insurance cover is consequently invalidated, Wandsworth District Scouts reserve the right to take legal action against the relevant parties.

Drivers must notify Wandsworth District Scouts of any changes in the circumstances relating to their driving licence (including changes in health) that occur after they have completed the insurance form.

## PASSENGER SAFETY

It is a requirement that the driver and all passengers wear seatbelts and remain seated throughout the journey.

# Wandsworth District Scout Minibus

## MAKING A BOOKING

1. In general, and subject to availability, the minibus can be booked online at:  
<http://www.supersaas.co.uk/schedule/wandsworth-scouts/>
2. All accounts must be paid promptly. Invoices are provided at the end of the month in which the booking occurs (unless otherwise agreed), and must be paid within 30 days. Wandsworth District Scouts reserve the right to refuse bookings to any group whose account is overdue.
3. The invoice for any particular booking will be the responsibility of the booking group.
4. It is important that careful consideration is given to the times for which you wish to book 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 booking. Furthermore the vehicle will need to be fuelled. If you think you may be unavoidably delayed in returning the vehicle, please telephone the Wandsworth District Scout Minibus co-ordinator.
5. Wilfully keeping a vehicle longer than the pre-booked return time will render the booking group liable to financial (or other) penalties. When there is an accident or breakdown, this does not apply.

A Breakdown Organisation covers the Wandsworth District Scout Minibus. This includes "Home Start" and "Recovery".

## OFF-ROAD USE

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