

TERMS & CONDITIONS OF VEHICLE HIRE:

GENERAL

Drivers and passengers are not allowed to smoke in the vehicle.

Vehicles must be returned in a clean and tidy condition: all rubbish must be removed from the vehicle before the end of the hire. Failure to do so may result in a £20.00 surcharge being added to the hirer's invoice.

39th Fife 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 39th Fife Scout Group Minibus.

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

You MUST be able to provide an Email Address and contact telephone number that will be manned during the time of the hire. This is especially important for hires outside normal office hours. If you do not provide such a telephone number, 39th Fife Scout Group cannot be held responsible for any failure to inform you about any emergency or other problem associated with the hire.

Any fines during self-drive hires resulting from illegal parking (including misuse of a Blue Badge) will be passed onto, and are the responsibility of, the hirer. 39th Fife Scout Group reserve the right to make payment and then recover any amount from the hirer, using outside agencies where appropriate. The hirer is responsible for any charges (tolls, congestion charge(s), etc...) arising through the use of the vehicle.

Any prosecution of a driver arising from the use of 39th Fife Scout Group Minibus will be the responsibility of the hirer and/or driver. This includes any charges against a driver arising from vehicle defects.

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

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

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

The 39th Fife Scout Group regularly maintain the Minibus however the hirer is responsible for maintaining correct oil and water levels, and correct tyre pressures, during the period of the hire.

The hirer 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.

The minibus must be returned no later than the agreed time without prior notice.

The Minibus comes with an Allstar Fuel Card that is accepted in most garages, all receipts for fuel should be stored with the fuel card at the end of the hire.

Receipts for charges for oil or minor repairs incurred during the hire must be returned to the 39th Fife 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 39th Fife Scout Group as soon as possible.

Engine damage resulting from the wrong type of fuel being used while on hire will be the responsibility of the hirer, 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 roads (where no lower limit applies) :- 50

Dual carriageways (where no lower limit applies) :- 60

Motorways (where no lower limit applies) :- 70

The Minibus if fitted with a speed limiter set at 65 mph

Motorways (when tow a trailer) (where no lower limit applies) :- 60

*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.

The law takes priority over any information contained within this policy.

SMALL BUS PERMIT OPERATION

The minibus can only be operated by authorised officials of organisations holding a valid Section 19 Permit which must be displayed in the Minibus for the duration of the hire.

DRIVERS

Any driver with a D1 entitlement on their license may drive the 39th Fife Scout Group Minibus, in addition if you meet the following requirements you may also drive the Minibus:-

- The driver has held a full driving licence, with entitlement to drive a car (category B), for at least two years.
The minibus is used for social purposes by a non-commercial body.
The driver is providing his/her services on a voluntary basis (i.e. unpaid except for reimbursement of expenses).
No trailer is towed.

A driver who wishes to drive under the above exemptions will be required to sign a statement certifying that s/he meets the requirements set out above.

In addition, a driver must:

Be between the ages of 25 and 70.

Provide a photocopy of the driver's driving licence which will be attached to this form.

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? 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?

And 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.

39th Fife Scout Group reserve the right to refuse any driver that they believe may be unsuitable.

INSURANCE

The Group Minibus is driven under insurance arranged by 39th Fife Scout Group.

In the event of an accident, the hirer 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 39th Fife Scout Group, and insurance cover is consequently invalidated, 39th Fife Scout Group reserve the right to take legal action against the relevant parties.

PASSENGER SAFETY

It is the hirer's responsibility to assess each passenger's ability to use the steps when boarding or alighting from the minibus. Similarly, it is the hirer'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.

CHILDREN

It is a requirement that all children (up to 16 years) wear seatbelts. Remember that young children are required to use appropriate seating. 39th Fife Scout Group do not provide baby carriers, child seats or booster cushions.

MAKING A BOOKING

Bookings for vehicle hires are only accepted from organisations that hold a valid Section 19 Permit. It is the responsibility of the organisation, not 39th Fife 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 hire, accepted in good faith by 39th Fife Scout Group, booked in its name.

All accounts must be paid promptly. Invoices are sent out at the end of each calendar month (unless otherwise agreed), and must be paid within 14 days. 39th Fife Scout Group reserve the right to refuse bookings to any group whose account is overdue.

The invoice for any particular hire will be the responsibility of the hirer.

Bookings are subject to vehicle availability. Bookings should be made via email to minibus@39thfifescouts.co.uk

VEHICLE BREAKDOWNS

A Breakdown Organisation covers the Group Minibus. This includes “Home Start” and “Recovery”. 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 on the Minibus Information Card.

OFF-ROAD USE

The 39th Fife Scout Group Minibus should not be driven “off-road”. If a driver causes loss or damage to the Minibus by going “off-road”, the costs of any necessary repairs will become the hirer’s responsibility.