



Minibus Terms of Hire

While the main objective is to provide transport facilities for 3rd Lymm Scout Group and as such the Group will always have first call on it, we would like to see 3rd Lymm's Minibus being used for the benefit of as many people as possible.

Minibuses are at the same time a wonderful asset and a significant liability. Proper operation of the vehicle is essential to the advantages of the asset being realised and penalties of the liabilities being avoided. It is for that reason that we have decided to set down some rules for the use of the vehicle.

These rules are subject to change at any time and without notice.

Rules of the Minibus

1. The user/hirer Group must be in possession of a Minibus Permit.
2. The Permit Disc must be displayed in the windscreen of the vehicle during use for the transportation of personnel.
3. Only members of the Group that holds the Permit may be carried.
4. A primary driver must be declared for the use of the bus and the vehicle will only be issued to him or her.
5. The primary driver is responsible for ALL aspects of the care, protection and use of the vehicle. If more than one driver is declared, the primary driver has overall responsibility for the vehicle and its operation but the current driver is responsible for the safety of the vehicle and its passengers.
6. The current driver is responsible to ensure that the law is complied with
7. All doors properly closed
8. Passengers seatbelts fastened
9. Vehicle is road legal (includes Trailer)
10. Tyres
11. Lights
12. Properly hitched (trailer)
13. Only authorised drivers may drive the vehicle. Anyone who drives without authorisation will be driving without insurance.
14. A record of who drives when must be kept and given to the Fat Controller at the end of each use.
15. Any defects must be reported to the fat controller as soon as possible.
16. The vehicle must be kept locked at all times when not attended by a responsible adult.
17. The vehicle must be returned in a clean and tidy condition.
18. To aid this – No food or drink except plain water may be consumed inside the bus.
19. Failure to adhere to these rules will be viewed as untoward behaviour (see below).



Driver Rules (almost all of these rules are imposed by Government regulation)

1. Your name must be on the list of authorised drivers held by the fat controller
2. You must be 25 years or over and 65 years or younger (special arrangements can be made for 66yrs +)
3. You must have an appropriate licence allowing you to drive
 - a. If you passed your test (not automatic) before 1st Jan 1997 you will have the appropriate driving licence unless specifically excluded (usually on medical grounds)
 - b. If you passed your test on or after 1st Jan 1997
 - i. Minibus without a trailer - Vehicle Category D1 (passenger carrying vehicle 9 - 16 passenger seats)
 - ii. The minibus and trailer – Category D1+E
 - iii. If you passed a standard non-automatic test (category B) and you have 2 years driving experience you may drive the minibus but you may NOT tow a trailer.
4. A copy of your driving licence (both parts where applicable) will be required in advance to allow authorisation to drive.
5. You must go through a familiarisation session and pass a driving test specified by the fat controller.
6. Any untoward behaviour will result in your name being removed from the list of authorised drivers. Serious or repeat offences will result in your organisation no longer being allowed to use the vehicle.
7. You must not be paid for driving the minibus (conditions of Permit)

Small Bus Permit

The Scout Association is authorised to issue Small Bus Permits under Section 19 of the Transport Act 1985. This allows the holder of a permit to operate a small bus (up to 16 passenger seats + Driver) for hire or reward.

Scout Group minibuses are operated in a “for hire or reward” environment because entitlement to travel on the bus is by membership of the holding organisation. This interpretation is the result of a Court Ruling. You must not make a profit from the operation of the minibus operated under the Small Bus Permit.

You may download an application form from Scout base. There is a small fee (£5 as at 11 May08). The permit last indefinitely unless withdrawn for any reason.

The Permit is issued to the organisation NOT to the vehicle. If you hire a minibus you will need one to use it. The vehicle will not come with a permit. If you need 2 minibuses you will need 2 permits.



During Travel

- It is best practice to have a responsible adult travelling in the back of the Minibus.
- Riot control is not easy when you have to drive as well
- If the driver has to perform riot control pull off the road first and park with the engine off
- All doors must be unlocked while carrying passengers.
- All passengers must wear safety belts.
- Children under the prescribed height must use a booster seat.
- (There is a measure and 4 booster seats in the HQ)
- Concentrate on the driving. The vehicle is much longer than the average car particularly when towing a trailer.
- Beware also of Height restrictions. OK for almost all public roads but some sites have a much lower height restriction.

Driver Authorisation

In order to ensure that we comply with the plethora of regulations surrounding the insurance and use of our minibus 3rd Lymm have instigated this driver authorisation process. It applies to ALL persons who drive the minibus.

Licence requirements (source DVLA)

You must have an appropriate licence allowing you to drive a minibus

1. If you passed your test (not automatic) before 1st Jan 1997 you will have the appropriate driving licence unless specifically excluded (usually on medical grounds).
2. If you passed your test on or after 1st Jan 1997
 - i. Minibus without a trailer - Vehicle Category D1 (passenger carrying vehicle 9 - 16 passenger seats)
 - ii. The minibus and trailer – Category D1+E
 - iii. IF you passed a standard non-automatic test (category B) and you have 2 years driving experience you may drive a minibus but you may NOT tow a trailer.



Age restriction

The insurance Company have imposed an age restriction of 25 years and over up to and including 65 years.

If you are over 65 and wish to drive our minibus, please discuss with the Fat Controller.

The process

Any driver wishing to be authorised must send recent copies of ALL parts of their driving licence to the "Fat Controller", currently

Aitken Brotherston
4 Maltmans Road
Lymm,
WA13 0QP

Once that has been cleared the prospective driver must attend a familiarisation session (about an hour) during which there will be a short driving test. (it is not quite the same as driving an ordinary car)

Provided all is OK in the opinion of the tester then the person will be registered as an authorised driver.

Unless things change dramatically for the individual driver or there is a major change to legislation or Insurance requirements this is a onetime process and does not need to be repeated for subsequent uses of the vehicle.

The process may appear to be over bureaucratic but we are trying to protect everyone concerned from falling foul of the law and ending up in court, an all too easy possibility given the complexity of regulations surrounding the use of minibuses in our type of environment.