

Southport District Scouts operates a minibus that can be used by community groups in the area, to improve access of their members to activities and services. Southport District Scouts is registered as a charity and is managed by a team entirely made up of volunteers.

**Terms & Conditions** for community transport organisations state that member groups should:

- Must be independent of any business or commercial entity.
- Help to increase sporting, cultural and leisure activities.
- No Gas Bottles to be carried & only soft edged equipment to limit internal damage.
- Luggage must be securely stowed with all aisles & exits clear
- No trailer to be towed longer than 2.4 metres
- If using a trailer the maximum weight permissible is 1000kgs to comply with the gross train weight.
- Also see Guidelines for Booking below.

### **HOW DO I BOOK THE MINIBUS**

- You will need to contact a mini bus team member first to check availability via phone or preferably email.
- Once you have verified that the minibus is available for the day and time you want to use it, you can make your booking and pay a deposit.
- Bookings will only be confirmed once a £25 non-returnable deposit has been received, in the event of a cancellation if the hirer rebooks within a six-week time slot (and uses the minibus) a further deposit will not be required.
- You should make contact with the team before the appointed day to arrange collection and return times.
- It is the responsibility of the user to find a competent driver for their trip. If a group does not have a driver, please ask and it may be possible for the team to arrange one.

### **WHAT DO WE PAY?**

- A daily charge (please see separate table) will be made, to cover maintenance and insurance costs, and will also make a small contribution to a replacement bus fund, so that the project is sustainable.
- A £25 cash surcharge must be paid on handover, which will be refunded once the mini bus is returned in a clean and tidy state, with a full tank of fuel, if the vehicle has to be cleaned this will be charged for at a minimum cost of £25. Refuelling will be charged at £25 plus the cost of fuel. The full hire fee must be paid on initial handover.

### **GUIDELINES FOR BOOKING**

1. The minibus is available for community activities.
2. The minibus cannot be hired for personal use as the insurance will be invalidated
3. It is the responsibility of the user to ensure their driver is competent.
4. It is the responsibility of the user to ensure that they have police checks if working with children or vulnerable adults.
5. No smoking, eating or drinking is allowed on the minibus other than water.
6. You should report any damage or accident to a member of the team, and users are responsible for the insurance excess of £150.

Dedicated email address for booking the minibus [southportminibus@gmail.com](mailto:southportminibus@gmail.com)

## **CONDITIONS OF USE FOR THE SOUTHPORT DISTRICT SCOUT MINI-BUS**

- 1. KEYS:** Once the minibus has been checked out, balance paid and signed for (on Safety Check List), the keys will then be given to the driver named on the booking form.
- 2. BOOKINGS:** At least 7 days notice of cancellation must be given for a short booking and 21 days notice of a booking one week or more. Should the required notice not be given a cancellation fee of 50% of overall charge will be made if another group does not use the vehicle. The minibus is to be collected from and returned to a designated place
- 3. MINI-BUS PERMIT:** Southport District Scout Council holds a permit. This covers all Scout Groups in Southport District. Other Scout Districts or Groups will need to obtain their own permit.
- 4. CHARGES: AS FROM March 2013**

Charges will be: -

<b><u>All Users are responsible for the insurance excess of £150 in case of accident</u></b>	<b>Scout Groups Southport District</b>	<b>All Other Groups</b>
<b>EVENINGS</b> 5 p.m. to 8 a.m. next morning	£25	£30
<b>ONE DAY</b> 9 a.m. to 8 a.m.	£35	£45

- 5. DIESEL:** The bus should have a full tank of Diesel at collection. At the end of the hire period the minibus must be left with a full tank of diesel.
- 6. USING THE MINIBUS: All** drivers in charge of the mini bus should ensure that passengers:
  - Wear their seat belts at all times
  - Behave in an acceptable manner
  - Do not distract the driver
  - Do not eat or drink in the mini bus

**Gas Bottles MUST NOT be carried** & only soft edged equipment to limit interior damage.

Luggage must be securely stowed with all aisles & exits clear

If using a trailer the maximum weight permissible is 1000kgs to comply with the gross train weight.