1. The Ford Transit LWB Minibus HK57 ZBX is fitted with 1 driver and 14 passenger seats. The EMERGENCY DOOR is at the rear of the bus.

2. All seats are fitted with inertia reel restraint systems. Passengers must use the available restraint systems at all times, unless they hold a medical exemption certificate.

3. The minibus has an IMMOBILISER fitted. The bus will lock automatically if the keys are left inside!

4. The maximum seating capacity (including the driver) is 15. The bus is NOT allowed any standing passengers.

5. The minibus is equipped with:

* A first aid kit, located in the door compartment.
* A powder fire extinguisher, located near the driver's handbrake on the floor.
* High visibility waistcoats.
* Minibus Driver's Pack contains copies of insurance certificate, policy, MOT, V5 and other relevant documents.
* UK Road Atlas.
* Minibus Jack and Wheel Brace (located in a compartment in the driver’s side door step
* Spare Tyre (under the rear of the vehicle)
* Vehicle Journey Log Book and check sheet.
* Manufactures Handbooks
* MiDAS Minibus Driver's Handbook.

The vehicle is exempt from Congestion Charging, Low Emission zone charging and can be driven in bus lanes where the word ‘**local**’ is not indicated on the blue plaque.

The vehicle is made available subject to the following conditions of use:

**MAKING A BOOKING**

In general, and subject to availability, the minibus can be booked for any period up to and including seven days, though longer periods of use may be negotiated. This may include half days or evenings.

Bookings for longer periods may be accepted at the discretion of the Minibus coordinator.

The user is responsible for the payment of any usage charge, accepted in good faith by the 5th Northfleet Scout Group, booked in its name and can be paid in cash or cheque (payable to 5th Northfleet Scout Group) upon collection of the vehicle.

Charges (applicable to all users) are as follows:

Half Day (4 hours) or Evening Use - £15

Whole Day - £35

Weekend - £50

Long Weekend (Fri – Mon incl.) £70

7 Days: £100

**Dart Charge**: The 5th Northfleet Scout Group have an account registered for the Dart Charge and as such you will not need to make a payment. However If you are intending to use the crossing during a time when the charge is in force (Daily 06.00 to 22.00) then please add £3 per crossing to the remittance.

A £250.00 returnable\* deposit is required to be paid upon acceptance of a booking.

If you think you may be unavoidably delayed in returning the vehicle, please telephone the Minibus coordinator. Keeping a vehicle longer than the pre-booked return time may render the user liable to additional usage costs. When there is an accident or breakdown, this does not apply.
The booking period is from the agreed time of collection until the return time.

**Fuel**

The vehicle is DIESEL. It is supplied with a full tank and should be returned in the same condition. If time does not permit for the user to fill the tank then the cost of fuel may be deducted from the returnable deposit.

**Keys:**

Two keys are provided. The main key (Blue Fob) operates all doors and the ignition. the spare operates the front driver and passenger doors and the ignition only.

Keys MUST be removed from the ignition when the vehicle is being vacated as for security purposes the doors will **automatically** lock.

**Inspection**

The minibus will be inspected by the user/driver at the time of collection when any deficiency will be recorded.

Any known deficiency will be declared by the 5th Northfleet Scout Group at the time of inspection.

On return, the minibus should be returned in the same condition as when hired.

Upon the return inspection, any damage to the interior and exterior will be recorded.

If detected, the policy regarding Damage will be invoked and the hirer will lose all or part of the £250.00 deposit. If the vehicle needs cleaning, the hirer will pay a £60.00 surcharge which may be deducted or added to any damage costs that the hirer may be liable for.

The hirer is encouraged to take photographs of the inside and outside of the bus at the time of hire and following inspection.

**SMALL BUS PERMIT OPERATION**

In order to make a charge to cover operating costs the minibus is operated under a SMALL BUS PERMIT. Individual organisations are responsible for supplying their own permit, which is obtainable from the DVLA or for Scout Groups via the Scout Information Centre.

**GENERAL**
Drivers and passengers are not allowed to smoke, eat or use a mobile phone (when driving) in the Minibus.

The 5th Northfleet Scout Group reserves the right to refuse usage from groups who ignore this regulation, and reserves the right to levy a charge of £60.00 for clearing up debris caused by smoking. The Minibus must be returned in a clean and tidy condition: all rubbish must be removed from the vehicle before the end of the usage period. A cleaning charge of £40 may be levied if necessary.

Damage to Minibus Interior and Exterior:
Repair costs of all damage, willful or otherwise, caused by Passengers or the Driver to the minibus interior, fittings and fixtures shall be borne by the user.

Any damage to the paintwork and bodywork of the minibus will be the liability of the driver/ user who will be invoiced. Three separate quotes may be obtained and the quotation will be agreed between the 5th Northfleet Scout Group and the driver/user.

Any uninsured loss will result in the £250.00 deposit being forfeited and deducted from the final repair/replace invoiced costs.

All drivers should have successfully attended a MiDAS course. This forms part of the terms of use.

The 5th Northfleet Scout Group reserves the right to ban a driver from driving the Minibus if there are reasonable grounds for believing that person knowingly failed to report any damage to, or accident involving, the Minibus whilst it was in their care.

The 5th Northfleet Scout Group reserves the right to reject, cancel or vary any booking request if the purpose for which the vehicle is to be used is inconsistent with the aims, objectives or rules of Scout Association or other youth group.

Deposit: All bookings require a £250.00 returnable\* deposit to be paid in advance of the booking. This will cover any insurance excess due to driver error or any accident. (\* subject to conditions being met)

Cancellation: In the event of cancellation or change to a booking by the 5th Northfleet Scout Group, no liability can be accepted for any loss, financial or otherwise, arising from our failure to provide a vehicle, and the 5th Northfleet Scout cannot be held responsible for breach of contract in such circumstances.

Passenger Safety: The driver of the Minibus is to ensure that ALL doors are unlocked before allowing passengers to board the minibus. Doors must remain unlocked throughout a journey unless it is deemed necessary to lock them for passenger safety.

Contact Phone Number: The user MUST be able to provide a contact telephone number that will be manned during the time of the use. This is especially important for usage outside 9am to 5pm. If you do not provide such a telephone number, the 5th Northfleet Scout Group cannot be held responsible for any failure to inform you about any emergency or other problem associated with the hire.

Fines: Fines during usage periods or other authorised use, resulting from illegal parking (including misuse of a Blue Badge) misuse of bus lanes, or other similar offences will be passed onto, and are the responsibility of, the hirer.
The 5th Northfleet Scout Group reserves the right to make payment and then recover the amount from the user.

Police Prosecution:
The prosecution of a driver arising from the use of the 5th Northfleet Scout Group Minibus will be the responsibility of the user and/or driver. This includes any charges against a driver arising from vehicle defects, driving whilst under the influence of drugs or alcohol, careless or dangerous driving, or abuse of the vehicle.

Vehicle Inspection: The hirer/driver must inspect the vehicle before and after each hire, 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 use. A check list is provided for this purpose and should be completed before each journey. Defects should be noted and if possible rectified. Any cost borne in this respect will be reimbursed to the user on production of the relevant receipt.

Tyre Damage due to bad driving: 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.

Breakdowns

Breakdown cover is provided via the insurers – see folder for details. Passenger safety is paramount.

Accidents:
Accident or damage to the vehicle must be notified to 5th Northfleet Scout Group as soon as possible. Damage resulting from the wrong type of fuel being used while on use will be the responsibility of the user, who will have to pay the full repair costs.

Accident due to driver error: See below.

Driver Fault or Driver Error:
a) should any accident be the result of driver error, the driver will be responsible in meeting all repair costs and will be invoiced upon receipt of an estimate. The user is welcome to provide up to 3 estimates for repair work and arrange for the subsequent repair and payment to the selected garage.
b) The hirer/ driver will forfeit the £250.00 deposit.
c) The 5th Northfleet Scout Group reserves the right to take any necessary legal action to recover uninsured losses from the driver if required.

Insurance

The 5th Northfleet Scout Group Minibus is driven under COMPREHENSIVE insurance arranged by vehicle coordinator with QBE (through UNITY INSURANCE SEVICES)

Any driver over 22 is covered providing they have held a full driving license for a period of 2 years. Drivers who do not have a D1 category on their licenses may only drive as a volunteer.

Please note that the driver and Passengers are covered by the insurance provided whereas any towed trailer is only 3rd Party covered.

Users should ensure they have cover in place for personal effects and luggage.

Users may be required by Unity Insurance Services to provide a copy of their license.

Any material changes to the information on a driver's license must be notified to 5th Northfleet Scout Group vehicle coordinator before that person next drives the minibus. Similarly the 5th Northfleet Scout Group vehicle coordinator should be advised if a driver has had an accident whilst driving any motor vehicle subsequent to the last period of use.

The 5th Northfleet Scout Group vehicle coordinator reserves the right to refuse permission to drive to any person who is involved in a serious own-fault accident or if that person has more than one minor own-fault accident in any 12 month period. In all such cases, the 5th Northfleet Scout Group vehicle coordinator shall be the sole arbiter when determining whether an accident is serious or of a minor nature.

In certain circumstances, the 5th Northfleet Scout Group vehicle coordinator may, at their discretion, accept a driver who has unspent endorsements on his/her license. However any additional excess that may be charged by the insurers will be payable by the user, should a claim arise.

In the event of an accident, the hirer will be liable for the insurance excess. This may be paid form the deposit or an additional charge made if in excess of £250

A conditional returnable deposit of £250.00 is required to be paid at the time of making a booking to cover Insurance Excess. Any charges will be deducted from this amount.

Drivers must notify the 5th Northfleet Scout Group vehicle coordinator of any changes in the circumstances relating to their changes in health which may affect their ability to drive.