**4th Hemel Hempstead Scout Group Minibus Terms and Conditions**

The minibus has 15 seats including driver and can be driven on a standard B car driving licence subject to being operated with a section 19 permit.

The vehicle is owned by Brockswood Primary & Nursery School and insured by Hertfordshire County Council, we have an agreement in place where we have the ability to hire the minibus during evenings, weekends and school holidays. One of our volunteers works at the school so we have 24 hour access to the school site for collections and returns. Cars can be left in the space the minibus comes out of when the vehicle is on hire, this is behind locked gates.

The Insurance - Terms and Conditions

* Travel over/in rough terrain, river beds, etc. is strictly prohibited. The o­nly exception to this rule will be access to recognised camp sites.
* Failure to comply with any of the above could result in user bearing all costs of any claims made
* The minibus is covered by an insurance policy provided by Hertfordshire County Council. The hirer is liable for the insurance policy excess (£1000) in the event of any claim arising from their use of the vehicle and a deposit cheque in that amount will be required at time of booking and retained in the event of any accident until the insurance outcome is determined.

The Costs

* All bookings are subject to a deposit which is payable in advance. Your booking cannot be confirmed until this deposit has been paid in full. It is preferred that the deposit is paid by cheque payable to 4th Hemel Hempstead Scout Group and hire costs paid via BACS transfer. Details are on the booking form. Where this is not possible a cheque can be accepted, please discuss with the minibus administrator.
* Hire Charges
* Evening rate - £30 (up to three hours)
* Day rate - £50
* Weekend rate - £100 (Friday PM – Sunday PM)
* Long weekend (3 days) - £125
* Long weekend (4 days) - £150
* Week - £250
* If any key is lost whilst the minibus is on hire, 4th Hemel Scout Group will do all they can to provide a replacement, but, the cost of replacing the lost key will be taken from the hirer’s deposit.

The Drivers

* All drivers to have a full UK licence with a maximum of 3 points, please speak to the minibus administrator if more than this
* There must be a period of 2 years since passing test
* Drivers must have passed a Hertfordshire County Council minibus driving assessment – please ask details
* Drivers must be at least 25 years old and less than 70 years old on the day the hire commences
* If you or any drivers have had any accidents or convictions or points in the last 5 years you must declare these on the booking form.
* An in-date electronic copy driving licence of all drivers must be provided before the hire commences. Details of how to obtain this can be found here <https://www.gov.uk/view-driving-licence>
* It is required that a second adult be in the bus as a passenger when it is used to transport young people.

The Minibus

* Before the hire commences the general condition of the vehicle must be agreed between an appointed person on behalf of 4th Hemel Hempstead Scout Group and the hirer by way of a brief inspection of the vehicle with any existing damage noted.
* After the vehicle is returned a further inspection will establish whether there has been a change in the vehicle’s condition.  The hirer will be liable for any damage to the vehicle during the period of hire.
* The vehicle must be returned with at least the same fuel level, if this is not the case the cost of fuel plus £10 admin fee will be taken from your deposit.
* The hirer is responsible for maintaining correct oil, water and other fluid levels, and correct tyre pressures, during the period of the hire.
* The hirer will 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 hirer is responsible for keeping the vehicle clean and returning it clean: all rubbish must be removed from the vehicle before the end of the hire. Failure to do so may result in a £30 surcharge being added to the hirer's invoice.
* Any parking/speeding, traffic violations or congestion charges are the sole liability of the hirer or driver at the time of offence (a diary is provided to record who is driving and when). 4th Hemel Hempstead Scout Group will pass all information of our hirers on to the relevant authorities for them to collect fees or fines.
* Any accident or damage to the vehicle must be notified to 4th Hemel Hempstead Scout Group as soon as possible. The cost of any damage not covered by the insurance will be recoverable from the hirer.
* Any costs incurred due to mis-fueling whilst on hire will be the responsibility of the hirer.
* 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.
* Smoking is **not** permitted in the vehicle.
* The consumption of food and drink is **not** permitted in the vehicle.
* It is the responsibility of the hirer to ensure that the bus is used and driven legally and with consideration for others at all times.
* When the vehicle is empty of passengers (and driver) all doors must be locked and windows secured.  If the vehicle is stolen or damaged because the driver has not complied with this requirement our insurers will not pay out and action will be taken to recover our loss from the hirer.
* All hirers of the vehicle must hold a section 19 minibus permit to exempt them from PSV/PCV requirements and must display it in the vehicle during use. Permits apply to the organisation hiring the vehicle, not to the vehicle itself, so you must have your own.

Details here of how to obtain your section 19 permit

<http://members.scouts.org.uk/supportresources/3413/minibus-permits>

<https://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport/section-19-and-22-permits-not-for-profit-passenger-transport>

* The cost of any emergency repairs necessary during use, must be authorised by the 4th Hemel Hempstead Scout Group administrator prior to the work being undertaken. You may be reimbursed upon production of a receipted invoice dependant on the type of repair necessary.

Please call Michael Albon on 07810 512211