

Scout Group's use of minibus policy

Purpose:

To establish clear guidelines for the use of the group minibus (WF24 CDV) for both internal and external use

Scope:

This policy applies to all sections within the Scout Group and external scout groups and or persons approved by the mini-bus manager

Policy:

1. General

Use of the Group's minibus WF24 CDV is authorised and administered by the Minibus Manager. The Group is responsible for the correct maintenance, including MOT and insurance of the minibuses. Emergency contact details are kept in each vehicle and are located on the windscreen. Further information or advice may be obtained from the Minibus Manager, Group Lead Volunteer or the Trustees.

The minibus holds 16 passengers and one and has forward-facing seats with seatbelts. The seatbelts are there for the driver's and passengers' safety and must be used by all in the vehicle. Scout members under the age of 14 are not allowed to sit in the front of the vehicle. Before departure, the driver is to check that all doors are unlocked and can be opened from inside the minibus in case of an accident/emergency.

If an outside (hired) minibus is used, it must be noted that scouting members can only be put into forward-facing seats.

A scout group using or another charity must be using their own Section 19 permit

2. Who may drive the minibus:

The Group has absolute discretion over who may drive Group vehicles and may, in particular circumstances, decide not to authorise a particular person.

However, generally, the Group will authorise leaders to drive on Group business provided:

No one below age 21 or over the age of 70 may drive.

The driver has successfully completed the Group's driving assessment.

The driver has completed an insurance Additional Driver Form and submitted a copy of their license.

The driver is medically fit to drive and is not signed off work at the time of usage.

you've had your driving licence for at least 2 years,

you're driving on a voluntary basis and the minibus is used for social purposes by a non-commercial body

The minibus can be driven by someone holding a normal car license, however the following apply, as well as the above:

The 'maximum authorised mass' or MAM of the minibus is not more than 3.5 tonnes – plus up to 750kg of equipment for disabled passengers, for example a wheelchair ramp.

you're not towing a trailer

The Group is required to do a DVLA check from the information provided:
<https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>

In special circumstances, drivers who are not members of the Group Leader team may at the discretion of the Group, be authorised to drive subject to the above conditions.

3. Other usage:

The Group may allow other usage of its minibus from time to time as it deems appropriate however, the group has absolute priority of use. If a person not associated with the Group would like to hire the minibus, then a request must be made to the minibus manager at least 28 days prior to the event.

The borrower will meet the cost of fuel used and any other reasonable running expenses incurred. A photo of the fuel gauge both before and after use will be required to show that the fuel has been replenished.

The borrower will be responsible for any penalties, fines or charges incurred as a result of borrowing the vehicle. This would include responsibility for any insurance excess in the event of an accident.

The driver meets the requirements set down above and below.

4. Conditions of use:

The driver is responsible for:

Complying with all legal requirements whilst driving the vehicle. Please note that minibuses may no longer be driven in the outside lane of a motorway with 3 or more lanes (provided all lanes are open).

Ensuring the passengers comply with legal requirements, in particular correct use of seats and seat belts (one person per seat and seat belts worn at all times during the journey).

Satisfying him or herself that the vehicle is roadworthy before setting out on a journey.

Ensuring that the vehicle is cleaned out internally at the end of use and left in a fit and proper state for the next user. For short journeys, eating and drinking should not be permitted, but for longer journeys, it may be necessary to permit this in moderation.

On return, the minibus should be reversed into the space in front of the hall, leaving adequate space for access to and from the Scout Hall. Remember – disabled access is required, too.

Report any damage or defects discovered to the Minibus manager at the earliest possible opportunity and record them in the logbook.

Returning the vehicle with adequate fuel.

Completing the vehicle logbook at the start and end of every journey (and noting any change of drivers during a journey).

Return the keys to the minibus manager or delegate immediately after use (to ensure these are available for the next user).

Ensuring your group/organisation has a risk assessment for use

Drivers of the minibuses must at all times remember that they are driving vehicles bearing the Group's name and should avoid any acts or actions which may bring the Group's good name into disrepute.

5. Maintenance repair and servicing:

If a fault is found with the minibus, it is to be reported as soon as possible to the Minibus manager and recorded on the defect sheet located in the minibus. Regular monthly checks during school term and records of the checks will be taken by the Minibus manager. Drivers are reminded that they have the ultimate responsibility for the vehicle and roadworthiness is not to be taken as a 'matter of fact'; it is

Recommended that all drivers carry out a visual inspection of the vehicle prior to moving off. No member of the Group should undertake repairs or servicing as these are to be carried out by qualified engineers.

The Minibus manager is responsible for ensuring that the minibus has a valid MOT certificate, which will be held on file, and they are also responsible for ensuring that the minibus is correctly serviced in accordance with the operator's licence rules and regulations.

6. Vehicle Parking:

Minibuses are to be loaded evenly. The bus is to be loaded in such a way that its escape routes are clear.

The minibus is restricted to a total weight (including vehicle) of 4250kg (of which 2750kg is the vehicle weight) leaving 1500kg available for passengers and luggage.

The minibus **MUST** not be overladen.

7. Speed Limits

The speed limits or any localised speed restrictions must be observed. Care is to be taken that drivers do not exceed a speed at which they feel comfortable and in control.

8. Driving Licences / Assessments:

The minibus must not be driven by anyone under the age of twenty-one or over seventy years.

9. Leaders and helpers who wish to drive a minibus with 1st and 3rd New Barnet Group Scout members

Are required to complete the Additional Driver's Form and provide a photocopy of the driver's licence, front and back and return it to the Minibus Manager minibus@1stand3rdnewbarnetscoutgroup.com. Drivers will be asked to complete a basic familiarisation drive and then re-assessed every three years.

If a driver receives an endorsement on their licence, they must inform the Minibus manager. Failure to do so may invalidate insurance.

10. Drivers:

Before a journey, the driver should assess the journey to ascertain whether the journey is within their capabilities and whether more than one driver is required.

Drivers who are taking medication should check that there are no side effects (drowsiness) associated to the medication taken. Weather conditions should be taken into consideration before commencing the journey.

The driver is responsible for the vehicle and their passengers, and consequently should assess his/her state of fatigue and ability to drive. For every 4.5 hours driving, a break of at least 45 minutes must be taken. Alternatively, a full 45 minute break can be replaced by one break of at least 15 minutes followed by another break of at least 30 minutes (not a break of 30 minutes then 15 minutes) Drivers must only drive 9 hours per day, this can be extended to 10 hours twice a week.

If a driver is overcome with fatigue, they should immediately pull over and, where possible, have another driver take over the driving. If this is not possible, they should find the first safe point to stop and take a break. The break should involve getting out of the vehicle and taking a walk.

11. Fuel:

Fuel can be obtained from any garage and if agreed or a member of 1st and 3rd New Barnet Scout Group claims can be put to the treasurer

12. Emergency Plan:

An emergency plan should be in place to include;

- Means of Communication – always have a working mobile phone
- Dealing with road accidents
- Dealing with the illness of a passenger/driver.
- Arrangements for dealing with mechanical incidents, e.g. breakdowns and punctures.

13. Procedure in the Event of an Accident

Firstly, evaluate the accident and whether there are any casualties, if necessary, call the emergency services. Drivers should evacuate all the passengers to a safe

location. Where a third party is involved, the insurance company insist that staff do not accept liability and write down all details, including the location of the accident, time of the accident, vehicles involved, registration numbers, addresses and witness third-party details. Take photos if possible. If the vehicle is deemed to be safe to drive, the trip is to continue. If the vehicle has been damaged and is unsafe to drive, then the driver should call the recovery company, details of which can be found in the glove box. The driver must be aware that, by law, the safe condition of the vehicle is

His/her responsibility. It is the driver's responsibility to ensure the vehicle is safe to drive. Drivers should carry a mobile phone to telephone recovery if required.

14. Procedure in the event of a broken window:

If a window becomes damaged or broken, preventing the vehicle from being used safely, please call the Insurer's Windscreen Helpline – details in the vehicle. State the vehicle registration number and the problem, and also inform the Minibus Manager.

You may be charged the replacement/damage costs.

15. Cleaning Procedure

It is the responsibility of the driver to ensure that the vehicle is returned in the same condition as it left. All litter and any spillage should be removed.

16. Additional fees may apply if:

The vehicle is returned damaged, in which case the borrower will bear the costs of repair + admin fee of £30

The vehicle is not returned in a clean condition, costs + 10%

Clean condition is at the discretion of the minibus manager or delegate;

Previous use and condition of the vehicle will be considered.

The vehicle is returned with adequate fuel and will be charged at the cost of fuel plus 20% per cent of the cost of fuel and £20 admin fee.

17. Bookings and data held

Bookings must be made to the minibus manager.

All bookings are provisional until funds of use have been received.

Data will be kept on a secure Google Drive for three years of last use or until the driver no longer wishes to drive, whichever is longer.

18. Equipment held on the minibus

The bus is equipped with Hi-vis jackets for all passengers and the driver.

The bus is equipped with Sick bags, a first aid kit and an absorbent powder for vomit.

The bus is equipped with a red breakdown Triangle.

The bus is equipped with a fire extinguisher.

If any item is used, it must be reported to the minibus manager and noted in the log book.

19. Cost of use:

For the latest cost information, please refer to our sum up bookings page or contact the minibus manager

I agree to abide by the guidelines and rules set out above

A separate document is required for all drivers

Date:_____

| Signed MiniBus manger | Signed Borrow / Driver |
|-----------------------|------------------------|
| | |

Valid until Change of document or 3 years whichever is sooner