

Hertford District Explorer Scouts

Minibus

This pack is designed to provide help and provide guidance for anyone wishing to make use of the Hertford District Explorer Minibus.

The recommended donation for use is as follows:

Period	In District	Out of District	Non-Scout Charity	Non-Charity
Evening	£10	£15	£20	£25
Day	£35	£45	£55	£65
Weekend	£75	£100	£125	£150
Week	£150	£200	£250	£300
Leader Minibus Assessment	free	£5 each	£10 each	£10 each

In District - this is for use undertaken by Hertford District Scouts or Guides

Out of District - this is for use by scouts or guides outside Hertford District

Non-Scout Charity - this is for any use by a registered non-scout or guide charity

Non-Charity - this is for any other use.

These rates are extremely competitive (a recent commercial minibus was quoted at £600 for the week), and can often work out cheaper than paying for fuel for multiple cars.

We are willing to lend the bus to anyone in and out of the District, so feel free to pass the word to anyone you feel may be interested in this info.

To arrange to borrow it, we are developing an online booking system, but in the meantime please contact Dave Simpson (07799 072079 or desc@hertfordscouts.org.uk), Duncan Laverick (07989 738115) or Phil Hudson (07894 758242).

Hertford District Explorer Scouts

Minibus Conditions Of Use

1. All drivers must be over 25 years of age.
2. All drivers must have a clean licence and no accident claims in the previous 5 years.
3. There must be a period of 2 years' experience since passing the driving test.
4. Drivers transporting members of the Scout Association under the age of 18 must have a current Minibus Drivers Permit issued by Hertfordshire County Council.
5. A copy of the drivers permit must be provided to Hertford Explorers. Should the driver not be transporting young scout association members then a copy of the driving licence is required.
6. Unless agreed, the Minibus is only to be used for Scout/Guide activities, and may only be driven by person/s named on the form.
7. If a trailer is used, the trailer and its contents are **NOT INSURED.**
8. Any faults detected during use must be notified immediately upon its return to a minibus contact.
9. The District will reimburse the cost of any emergency repairs necessary during use, upon production of a receipted invoice.
10. Travel over / in rough terrain, riverbeds etc. is strictly prohibited. The only exception to this rule will be access to recognised campsites.
11. The vehicle is supplied with a full tank of fuel and must be returned with a full tank. Failure to do so will result in a penalty of 20p/mile + £5 penalty to cover refueling
12. The vehicle is to be kept clean and tidy inside and out at all times.
13. The insurance policy has an excess (ask administrator for details) and this will be passed on to the user in the event of an accident claim.
14. **Failure to comply with any of the above conditions could result in the user bearing the cost of any claims made.**

General Notes

- The minibus 17 seats (driver plus 16 passengers).
- It has a tow bar and roof rack (with ladder) fitted
- It is covered by comprehensive insurance and has roadside assistance.
- If the driving licence is not clean, then Dave Simpson should be provided name/dob/occupation & details of the convictions so he can check with the insurance company and advise (it depends on the detail, but it usually just increases the excess)
- The driver needs to have a D1 category on their licence (generally this is included if test passed before Jan 1st 1997, and absent if not). Alternatively, a formal PCV licence can be held.
- To tow more than 750kg you will need D1 + E
- As with any vehicle, there is no requirement to have a second adult as long as the situation of only 1 adult & 1 young person is avoided (e.g. 2 adults and 1 young person or 1 adult and 2 young people are both acceptable)

Guidance on Bus Permits

- A non-PCV licence holder is only allowed to drive 'not for hire and reward'. As we often charge for attendance on trips, this runs up against this restriction. However, the government recognise this, and therefore run a Small Bus Permit scheme for voluntary organisations. To apply for a permit please contact the Scout (or Guide) HQ and request one. The cost is £5 and is valid for 5 years. There are some additional considerations:
- A permit is required for **each** minibus being used (ie if you borrow 3 minuses, you need 3 permits)
- You will need a permit regardless of where the bus has come from (ie you will also need one if borrowed from a school, from us or formally hired from a company)
- If a permit is lost, then HQ should be contacted to cancel it and a replacement purchased
- A permit can be held by a Group/Explorer Unit/District.
 - If held by a Group – it covers all events organised for the individual Colony/Pack/Troop as well as Group events, even if those outside the Group are included.
 - If held by a Unit – it covers all events organised by the Unit (Hertford Explorers have one and covers both Units)
 - If held by a District – it covers all events organised by the District, which would include Explorer events as they are a District function but not Group events. (The District already have one for our minibus.)
- The permit must be displayed in the bus window.