

Terms and Conditions for Minibus Use

1. The fuel tank will be full on departure and must be full on its return. If the bus has been returned without a full tank, the cost of replacing the missing fuel will be charged to the user plus a £40 surcharge.
2. You must record the starting and end mileage readings in the logbook in the bus.
3. Before the keys are handed over, we must check the Licence details of each driver. Please follow the instructions at: <https://www.gov.uk/view-driving-licence>.
4. Please check you hold the correct licence to drive the minibus, see <https://www.gov.uk/driving-a-minibus>.
5. We reserve the right to refuse lending, at our discretion, for any reason.
6. We reserve the right to cancel a booking no less than 8 weeks before the start of the lending period.
7. A voluntary contribution of £50 per day, £150 per weekend and £300 per week is welcomed towards the running costs of the Minibus, this includes the trailer if required. Sort code 08-92-99 account No. 67320927.
8. Provisional bookings will be held for one week. Your booking will be secured with a deposit payment of £25 per weekend or £50 per week lending period. The deposit is due 8 weeks before the start of the lending period and is non-refundable. The amount will be deducted from your final bill. Please make payment to sort code 08-92-99 account No. 67320927 Copmanthorpe Scout Group. Please quote MINIBUS and the date borrowed as ref.
9. You will receive a calendar invite to confirm your booking.
10. Insurance is provided on a Fully Comprehensive basis with a £500 fire, damage and theft excess, which must be paid by the lender if a claim is necessary.
11. Any damaged caused to the bus and or third parties as a result of the vehicle being driven in a manner that voids our insurance policy, will be met by the user.
12. Any fines or fixed penalties that are incurred during the dates of lending as detailed below will be the responsibility of the user and not of 1st Copmanthorpe Scout Group.
13. Insurance excludes:
 - a. Drivers under 30 or over 70 years
 - b. Drivers who have held a full UK Driving Licence for less than 2 years,
 - c. Drivers who have been declined insurance or head a claim in the last 5 years,
 - d. Drivers with any endorsements (points) on their licence in the last 5 years.
14. The User of the bus must have a valid Section 19 minibus permit that is displayed in the vehicle during its use. Apply for a Section 19 permit here:
<https://www.gov.uk/government/publications/application-for-a-standard-or-large-bus-permit-psv372>
15. With the exception of the personal effects of any passengers, equipment and luggage must not be stored or transported inside the minibus.
16. Please return the minibus clean, **no food or sticky drinks on the minibus**.
17. The keys are to be collected and returned by arrangement with **at least 48 hours' notice** from:
Transport Manager Stephen Kitching, 14 Barbers Drive, Copmanthorpe, York, YO23 3XN.
18. The minibus and trailer are kept at:
Copmanthorpe Recreation Centre, Barons Crescent, Copmanthorpe, York, YO23 3YR.