



## Apollo Explorers Watford South



### Minibus Regulations and Suggested Donation Rates 2017

1. All drivers must follow the Scout Association rules for driving a minibus
2. All drivers must be over the age of 25 and must hold the correct DVLA licence to drive a minibus.
3. All Drivers must be the holder of a valid Herts County Council minibus driving assessment card when carrying members of the Scout Association
4. All paperwork must be completed at the correct times (a vehicle inspection sheet every day and a mileage sheet at the start and end of journey or use).
5. It is expected that each journey will have a second driver as a passenger within the vehicle.
6. It is required that a second adult be in the bus as a passenger when it is used to transport children.
7. When the bus is used for the transportation of members of the Scout Association, the Section 19 permit in the window must be turned to be displayed. At the end of the journey, it must be reversed again.
8. There is an additional permit for when the bus is used for members of the Girl Guide association.
9. All other users must ensure that any section 19 permits for their own groups or associations are displayed where required.
10. Please note the amount of diesel on the driver's sheet, and make sure the bus is returned with the same amount of fuel as when it was taken.
11. Please make sure that the bus is in a reasonably clean condition, inside and out, when returned. If we need to get it cleaned after use, then this may be chargeable.

In the front of the Bus is a file containing a Risk Assessment and a Breakdown Policy. These should be read before every journey taken in the bus

#### Suggested Donation rates 2017

Evening	£30.00
Full day	£45.00
Weekend	£150.00
Per Week	£225.00

# Minibus Loan Details Sheet

## Citroen Relay Minibus

Driver 1	
Address	

Licence Number	Checked	HCC Assessment number
Phone Number/s		

Driver 2	
Address	

Licence Number	Checked	HCC Assessment number
Phone Number/s		

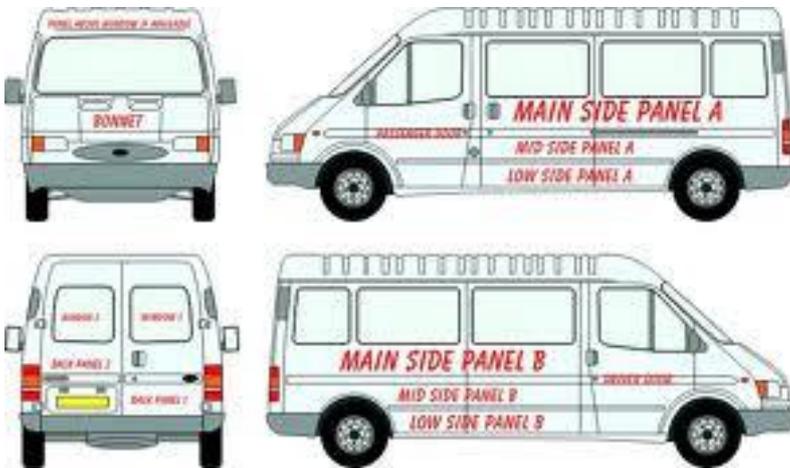
Date of Pick-up	
Pick up time	
Start mileage	
Date of Return	
Return time	
Finish mileage	

Purpose of use, incl. destination

Vehicle checks complete (tick)	
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Mark any damage on the drawings below

Please list damage details here



1. I acknowledge I have received and read the terms and conditions of use of this minibus, and agree to be bound by them.
2. I agree to bear the full cost of any damage caused to the vehicle during this loan period, and for any applicable insurance excess.
3. I agree to return the vehicle in a clean and tidy condition.
4. I agree that any parking or other fixed penalty notices incurred during the loan period shall be my responsibility, including any additional charges that may be applied by the issuing authority.
5. This vehicle is loaned out to Scout Groups who must agree to abide by the Associations regulations.
6. This vehicle is loaned under the agreement that it shall be returned with the same amount of fuel that it left with. Any additional fuel that may be needed to return the level to the start value shall be charged, at the rate paid, to the named driver

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_