

# Minibus Policy

**Policy Owner** - Rebecca Lincoln – Group Scout Leader, Nik Owen – Transport Manager

**Date of Policy** – August 2023

**To be Reviewed;** Every 12 months

**Version** - 2

**Policy Applicable to;** All Leaders including Trustee Board members, Young Leaders, Volunteers, Suppliers, Contractors and other Youth Organisation who are loaning the minibus from 2<sup>nd</sup> Acomb (St. Stephen's) Scout Group.

## In Brief

This policy provides guidelines for the use of the minibus ensuring we comply with current legislation, maintenance and driving requirements. Guidelines also include driving the minibus which covers the safety of passengers, pedestrians and other road users as well as a loaning the minibus to other youth organisations.

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## Version Control

Version	Author/ Editor	Release Date
1.0	Becky Lincoln	March 2023
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## Who are we?

Our Scout Group, 2<sup>nd</sup> Acomb (St. Stephen's) Scout Group, known as 2<sup>nd</sup> Acomb Scouts, is a youth charity.

Our mission is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

From this point on 2<sup>nd</sup> Acomb (St. Stephen's) Scout Group will be referred to as "we" or "the Group" or "2<sup>nd</sup> Acomb Scouts". We are incorporated by royal charter and are regulated as a member of The [Scouts Association](#) in the United Kingdom.

We are also registered with the Charity Commission and our registration number is 524830.

We hold an annual general meeting (AGM) every year.

This is where members of the charity trustee board (our trustees) are elected. Any parent, guardian or carer of a youth member can volunteer to be on the trustee board at the AGM.

Every parent, guardian or carer also has the right to attend the Annual General Meeting.

We are based at The Scout Hut at the rear of Acomb Parish Church Hall, Front Street Acomb, York, YO24 3BX.

## Introduction

Our policy complies with guidance issued by Department of Education, Department for Transport and Association of Chief Police Officers when Driving Scout Minibuses and our Scouts Policy, Organisation and Rules. Further details can be found on the following links.

<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>

<https://www.scouts.org.uk/por/>



2<sup>nd</sup> Acomb (St. Stephen's) Scout Group  
Registered Charity Number - 524830  
Issue Date – August 2023  
Issue 1  
Mini Bus Policy

## The Trustee Board

The Trust Board for 2<sup>nd</sup> Acomb Scouts Group have overall accountability ensuring full compliance for;

- ✿ All legal transport requirements
- ✿ Health and Safety requirements
- ✿ Insurance requirements
- ✿ Annual Road Tax

The Trustee Board have delegated the responsibility for overseeing the minibus policy to 2<sup>nd</sup> Acomb Transport Manager.

## Transport Manager

Delegated responsibilities include;

- ✿ Minibus servicing at required mileage and upkeep of service book / paperwork.
- ✿ MOT testing conducted at required times.
- ✿ Vehicle checks are conducted before every use as detailed in the minibus checklist available on the following link. <https://2ndacombscoutgroup.com/minibus-checklist/>
- ✿ Issue section 19 standard bus permit for all minibus journeys.
- ✿ Assess the competence, behaviour and safe operation of all minibus drivers.
- ✿ Maintain the approved minibus drivers list.

## Minibus Drivers

All minibus drivers are responsible for;

- ✿ Reading the minibus policy. If you are found to be in breach of the policy terms and conditions, future bookings may be affected.
- ✿ Electronically submitting the minibus declaration to accept the terms and conditions of use.
- ✿ The minibus cannot be taken without the permission of the transport manager.

- ✿ Completion of online pre-use vehicle checklists. All drivers must satisfy themselves that the vehicle is safe to drive – if serviceability is in doubt, do not drive the vehicle and report concerns to the transport manager via the online form link.  
<https://2ndacombscoutgroup.com/minibus-checklist/>
- ✿ Familiarise themselves with the following RoSPA (Royal Society of the Prevention of Accidents) guidance. <https://www.rosipa.com/road-safety/advice/vehicles/minibus-safety>
  - ✿ Minibus driver's handbook including eyesight requirements
  - ✿ Minibus safety – code of practice
- ✿ Comply with 2<sup>nd</sup> Acomb Scouts Group Minibus risk assessment which includes:
  - ✿ Emergency procedures as detailed in **Appendix 2** and provided by email at time of booking including breakdown procedures.
  - ✿ Drivers responsibility to ensure safety briefing is given prior to journey which includes
    - ✿ the use of seat belts at all times
    - ✿ passengers to remain seated at all times
    - ✿ welfare needs of passengers
    - ✿ journey times
    - ✿ behaviour and noise levels
    - ✿ escape procedures
  - ✿ Never use a mobile phone, including handsfree, whilst driving the vehicle. The minibus must be parked in a safe place, engine switched off and keys out of the ignition before the driver can use a mobile phone. The only exception is when making genuine emergency 999 or 112 calls which are legal whilst driving.
  - ✿ Comply with all road traffic laws including speed limits and ensuring frequent breaks are taken for longer journeys.
  - ✿ Display section 19 permits for the duration of the journey.
  - ✿ Report any change to your driving licence to the transport manager which includes penalty points and driving convictions (including those in process and not yet endorsed). The Trustee Board will determine if a driver is permitted to continue driving the minibus.

- ✿ Understand legal implications if policy and procedures are not adhered to, e.g., the driving licence of the minibus driver will be affected if the vehicle was found to be defective.
- ✿ The use of trailers is only permitted by authorised trained drivers.
- ✿ Ensure vehicle capacity and emergency exit signs are clearly marked.
- ✿ The use of the 2<sup>nd</sup> Acomb Scout Group minibus is for Scouts business and only be used by not for profit organisations. Any other use including exceptional circumstances requires the permission of the transport manager.
- ✿ Driver Eligibility needs to meet the following criteria;
  - ✿ Driver with a D1 licence with no restrictions **or**
  - ✿ Drivers with a B (car) licence providing;
    - ✿ You are between the ages of 21 and 70
    - ✿ You have held your full driving licence for at least 2 years
    - ✿ You are driving on a voluntary basis for social purposes by a non-commercial body.
    - ✿ The maximum weight of the minibus is no more than 3.5 tonnes or 4.25 when including specialist equipment for disabled passengers, e.g., a wheelchair ramp.
    - ✿ You are not towing a trailer.
- ✿ Drivers must be medically fit. Any drivers with medical conditions that required declaration as detailed by the DVLA <https://www.gov.uk/driving-medical-conditions> must be declared to the transport manager before driving the minibus. The transport manager will declare the condition to the insurance company and advise the executive committee.

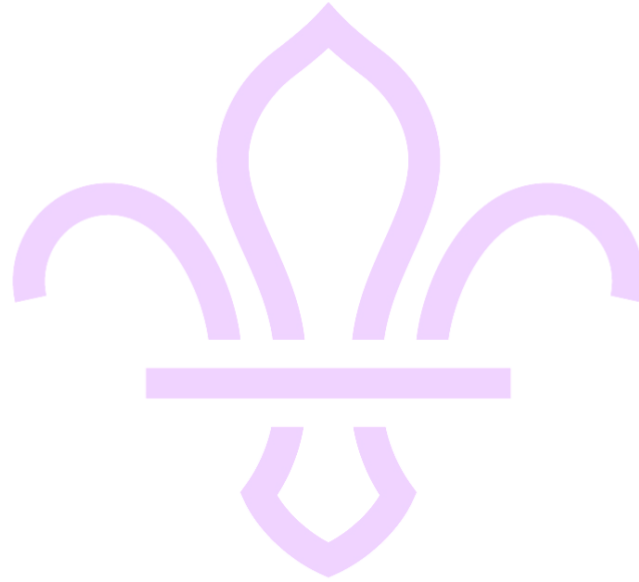
## Fuel

We operate a full-to-full fuel policy, the minibus must be returned full after use. A fuel card is provided for 2<sup>nd</sup> Acomb Scouts Group for the purchase of fuel which is charged to the 2<sup>nd</sup> Acomb group account. External organisations using the minibus are responsible for paying for their own fuel.

## Equipment

The following equipment is provided and carried on board the minibus, if any items are used or damaged, please notify the transport manager by email [minibus@2ndacombscoutgroup.co.uk](mailto:minibus@2ndacombscoutgroup.co.uk) to ensure supplies are replenished.

- ✿ First Aid Box
- ✿ At least one extinguisher containing foam.
- ✿ Warning Triangle for use in the event of a breakdown which need to be positioned 50m behind the vehicle to warn other road users.
- ✿ Sick bag



# Scouts

## **Appendix 1 - Minibus Lending Agreement**

This document sets out the procedures, terms and conditions for booking the minibus operated by 2<sup>nd</sup> Acomb Scouts Group. Our minibus is available for use by other Scout groups and none for profit organisations who hold a valid section 19 permit which must be displayed at all times.

### **1. Minibus Capacity**

The maximum seating capacity (including the driver) is 15. The driver and passengers must use seats belts at all times, unless they hold a medical exemption certificate.

### **2. Making a Booking**

- 2.1 Availability and bookings can be made through the following website;  
<https://2ndacombscoutgroup.com/minibus-bookings/>
- 2.2 Bookings require a donation to be made to 2<sup>nd</sup> Acomb Scouts Group in advance of the booking date. Details on how donations are made are provided on the booking website.
- 2.3 We reserve the right to decline, cancel or vary any booking with no liability accepted for any loss, financial or otherwise arising from any change. We will endeavour to provide 8 weeks' notice of any alterations to bookings.
- 2.4 At the time of booking, you are required to provide the details of a named driver who is responsible for ensuring the policy and lending conditions are adhered to.
- 2.5 We reserve the right to require any driver to undertake a vehicle familiarisation and meet the required standards before any booking period can commence which normally comprises of a short on-road session and reversing manoeuvre.
- 2.6 Arrangements to collect keys should be made at least 72 hours in advance of booking via the transport manager.

### **3. General Terms and Conditions**

- 3.1 Drivers must inspect the vehicle before and after each use to ensure the vehicle is roadworthy. In addition, any issues, defects or faults with the vehicle must be reported to the Transport Manager through the online checklist available through this link  
<https://2ndacombscoutgroup.com/minibus-checklist/>

- 3.2 The minibus will be provided with a full tank of fuel, and we operate a 'full to full' policy so must be return full at the end of the booking. Failure to return the minibus with a full tank of fuel will incur a charge of;
- i) The cost of replacing the missing fuel **and**
  - ii) Penalty charge of 10 pence per litre of missing fuel
- 3.3 Smoking in the minibus is strictly forbidden by law.
- 3.4 No eating or drinking in the minibus with the exception of drinking water.
- 3.5 The minibus can only be used in the UK.
- 3.6 The minibus must be returned in a clean and tidy condition.
- 3.7 The minibus must not be used for the carriage of goods other than passenger day sacks. Equipment and luggage must not be stored or transported inside the minibus.
- 3.8 With the exception of assistance dogs, external users are not permitted to take animals in the minibus. Please notify the transport manager in advance of the booking date if an assistance dog will be travelling in the minibus.
- 3.9 The Driver is responsible for maintaining correct oil and water levels and correct tyre pressures during the booking period.
- 3.10 The driver will be liable for the cost of replacing a tyre if it is damaged beyond repair due to kerbing or being driven on whilst flat or punctured.

#### 4. Fines and Prosecutions

- 4.1 Any fines incurred during the period of booking are responsibility of the driver. This includes but not limited to illegal parking or other infringements and all other charges such as tolls arising through the use of the vehicle.
- 4.2 Any prosecution of the driver arising from the use of the minibus will be the responsibility of the driver and /or booker. We will pass this information to the relevant authorities.

#### 5. Fuel

- 5.1 The minibus runs on diesel fuel.
- 5.2 You will be liable for the full repair costs and any engine damage resulting from the wrong type of fuel being used during the booking period.



## 6. Insurance

- 6.1 Our insurance policy details are available on request by emailing your request to [minibus@2ndacombscoutgroup.co.uk](mailto:minibus@2ndacombscoutgroup.co.uk)
- 6.2 The minibus has fully comprehensive insurance with an excess charge of £150 for fire, damage or theft. External users are liable to pay the excess charge in the event of a claim relating to an accident, incident or damage during the period of the booking agreement.
- 6.3 The cost of repairs for any damage caused to the minibus and/or third parties as a result of the minibus being driven in a manner that voids our insurance policy will be met by the user.
- 6.4 Our insurance policy does not cover;
- ✿ Drivers under the age of 21
  - ✿ Drivers who have held a full UK Driving Licence for less than 3 years
  - ✿ Drivers who have been declined insurance
  - ✿ Drivers over the age of 70
- 6.5 You must declare the following to the transport manager;
- ✿ Any medical conditions that require declaration as detailed by the DVLA
  - ✿ You must declare any driving convictions including penalty points
  - ✿ You must declare any non-motoring convictions

## 7. Breakdown Cover

- 7.1 The minibus is provided with breakdown cover. In the event of a breakdown, you need to report the breakdown to an authorised contact as detailed in the booking confirmation in order for the breakdown recovery unit to assist.

## 8. Speed Limits

8.1 Drivers should note that speed limits for minibuses are as follows;

Road Type	Without trailer	With Trailer
Built up areas	30 mph	30 mph
Single carriageway roads	50 mph	50 mph
Dual carriageways	60 mph	60 mph
Motorways	70 mph	60 mph

8.2 The minibus is fitted with a speed limiter which is a legal requirement which prevents the vehicle exceeding 65 mph. It is important to bear this in mind, particularly when overtaking. The minibus is not permitted to use the outside lane of a 3-lane motorway.

## 9. Accidents

9.1 In the event of an accident, the driver should comply with the statutory legal requirement **however should not admit any liability**. Immediately report the accident to the transport manager or nominated individual on the booking confirmation and follow the emergency procedures in Appendix 2 emergency procedures.

## 10. Tow bar and use of Trailers

- 10.1 The minibus is equipped with a tow bar. Any driver intending to use the tow bar must hold a licence with categories D1E or undertaken the relevant trailer training. Drivers must be experienced in driving a minibus safely whilst towing including reversing.
- 10.2 2<sup>nd</sup> Acomb Scout Group trailer is not available for loan to 'not for profit organisations'. You are able to use your own subject to the conditions detailed for the Gross Train Weight (GTW).
- 10.3 A trailer should not cause the vehicles GTW to be exceeded which is 3.5 tonnes. This is the maximum weight allowed for the minibus, trailer and their respective loads which represents the effective limit of the minibus braking system.

- 10.4 If a trailer is used, the trailer and its contents are not covered by the minibus insurance.
- 10.5 If you are in a convoy and towing a trailer, then the minibus towing the trailer should be the lead vehicle. If two minibuses are booked from 2<sup>nd</sup> Acomb Scouts Group for the same booking duration and used as a convoy effective communication between the two vehicles should be in place.

## 11. Cancellations

- 11.1 All cancellations must be made at least 8 weeks prior to the start of use, or you may lose your deposit.

## 12. Safety

- 12.1 A minimum of 2 adults must be present in the minibus at all times when carrying passengers under the age of 18.
- 12.2 One adult can be the driver with the second adult being responsible for the children's safety and behaviour which includes ensuring seat belts are worn at all times.
- 12.3 Journeys should be planned in advance of departures and account for adequate rest stops to reduce driver fatigue.
- 12.4 Stopping on a motorway hard shoulder is classed as a near miss even where no accident occurred, planning journeys avoiding motorways where possible is advised. Near miss incidents should be reported through the online incident form.  
<https://2ndacombscoutgroup.com/minibus-incident-report/>
- 12.5 Drivers are required to brief passengers especially children on expected behaviours whilst in the minibus including not putting hands or objects outside of the minibus through windows and not using torches. A particular hazard for passengers is the trapping of hands and fingers in vehicle doors, this should be highlighted during the safety brief.

## Appendix 2 - Minibus Emergency Procedures

### 1.0 Incident Reporting Procedures

- ✿ Do not accept liability.
- ✿ Contact your own GSL and inform them of the incident.
- ✿ Complete the initial incident form using the following online form  
<https://2ndacombscoutgroup.com/minibus-incident-report/>
- ✿ Liaise with the transport manager to enable recovery of vehicle (if required)
- ✿ Provide a follow up report with a written statement of events. Report to be sent to  
[minibus@2ndacombscoutgroup.co.uk](mailto:minibus@2ndacombscoutgroup.co.uk)

### 2.0 Accident Reporting

- 2.1 UK Headquarters (call the Scout Information Centre) must be informed at the earliest suitable opportunity if any person, whether a member of Scouts of not:
- ✿ suffers personal injury or illness where that injury or illness necessitates medical treatment (treatment by a doctor, dentist, nurse, paramedic or at hospital). Minor injuries or illness not requiring such treatment must be recorded locally, with UK Headquarters being informed if they subsequently receive medical treatment.
  - ✿ requires rescuing where rescue involves any emergency service: Police, Fire, Ambulance, Mountain Rescue or Coastguard.
  - ✿ dies in the course , or arising out of, a Scout activity or while on, or in conjunction with any Scout property.
- 2.2 If an accident during a Scout activity results in third party damage, UK Headquarters must be informed at the earliest suitable opportunity. On receipt, UK Headquarters will issue necessary instructions and an incident report form/near miss form.
- 2.3 In the event of any injury or fatality, or damage to third part property, no admission of liability must be made unless advised by UK Headquarters.

### 3.0 Emergency Procedures

- 3.1 All accidents to individuals or involving damage to property must be reported.
- 3.2 In the case of an accident to an individual, a member of the party or their designate must;
- ✿ Alert the appropriate rescue services, if required
  - ✿ Advise the home Scout Authority
  - ✿ Advise the next of kin
- 3.3 In the case of a serious accident or loss of life by whatever cause the Duty Media Officer at Headquarters must be advised immediately. Contacting UK Headquarters will ensure that appropriate media and incident support is made available. It is vital that UK Headquarters are informed at the earliest opportunity
- Contact telephone number for the Duty Media Officer at UK Headquarters is 0345 300 1818. After-hours service details are provided on this number.
- 3.4 In Scotland, Scottish Headquarters should also be informed by telephone;
- |                         |               |
|-------------------------|---------------|
| During office hours     | 01383 419073  |
| Outside of office hours | 0345 300 1818 |
- 3.5 Communications with the news media may not be initiated by members of the party or others involved.
- 3.6 All communications with the news media must be referred to the Duty Media Officer at UK Headquarters or the home Scout authority.
- 3.7 In many cases the news media will arrive at the incident or get in touch with those involved before any communication with UK Headquarters has been established. Take care if the news media contact you. Seek support in these situations before talking to the media by calling the emergency support number.
- 3.8 The Duty Media Officer at UK Headquarters will offer advice and assistance in dealing with the news media when emergencies and accidents to individuals occur.
- 3.9 In the case of an accident abroad, involving a stay at hospital or loss of life, a member of the party must advise appropriate agency(ies) as required by their travel insurance.

- 3.10 The Home Scout Authority must ensure that:
- ✿ Clear communication links are maintained with a responsible person in the area of the accident, the next of kin and UK Headquarters
  - ✿ Appropriate arrangements are made for the return of the party, as necessary.
  - ✿ In cases of serious injury, every assistance is available to ensure the next of kin can visit the casualty.
- 3.11 UK Headquarters, when notified will contact the Scout Authority of the area in which the incident occurred.
- 3.12 The home District Commissioner (or County Commissioner in the case of County activities), in conjunction with the leader of the party or other responsible person, must be prepared, if required by UK Headquarters, to produce a full confidential report relating to authorisation, training, equipment, briefing and leadership of the party involved, together with their observation relating to the sequence of events and possible causes of the accident.
- 3.13 This report will be submitted to the home County Commissioner who will forward to UK Headquarters accompanied by their own observation relating to the circumstances, details of the County support for education and training in respect of such activities and, as appropriate, any recommendations they intend to implement in the light of experience gained.
- 3.14 In the case of a fatal incident, or an incident that UK Headquarters considers could have resulted in a fatality, the Company Secretary of The Scout Association will establish an enquiry on behalf of the Board of Trustees.
- 3.15 Leaders are also required to notify the appropriate Government Agency when accident occur during air activities or during water activities in coastal or deep sea water.