



RN 57

Beavers

1st Clifton (York) Sea Scout Group



Cub Scouts

Sea Scouts

Explorer Scouts

1st Clifton (York) Sea Scout Group Vehicle Usage Policy

1. Introduction

This document sets out the procedures, terms and conditions for use of vehicles operated by 1st Clifton (York) Sea Scout Group (“we/us”). Our van, minibuses and trailers are available for use by other Scouts & Guides groups holding a valid Section 19 Permit.

2. Vehicle details and equipment

- 2.1 The maximum seating capacities (including the driver) are
- minibus 1 (EK 09 XOM): 17
 - minibus 2 (YR 12 MDO): 9
 - van (YB 56 TYS): 3

The driver and all passengers must use the available seat belts at all times, unless they hold a medical exemption certificate.

- 2.2 The vehicles are equipped with
- A first aid kit
 - 2 fire extinguishers
 - A de-icer and scraper
 - A spill kit
 - Warning triangle
 - Jump start cables
 - Spare bulbs
 - Torch
 - High visibility waistcoats
 - Driver's Pack (Mileage logbook, Information Card, Vehicle Manual)

3. Register of drivers

- 3.1 Only drivers who have registered with us are permitted to drive a Group vehicle.
- 3.2 Drivers using a minibus must hold a licence which entitles them to drive a minibus with up to 8 or 16 passenger seats, as appropriate for the vehicle being driven. The van can usually be driven on a standard car driving licence.

- 3.3 Drivers must be between the ages of 25 and 65, have held their licence for more than 2 years and have lived in the UK for more than 5 years.
- 3.4 Drivers must complete and sign the Driver Registration form. A photocopy of the driver's driving licence must be attached to the form, together with the Check Code obtained from the [DVLA](#). We reserve the right to refuse any driver we believe may be unsuitable. Registration forms and check codes will be reviewed on an annual basis. Drivers may be requested to complete a new form and/or provide a new check code at any other time by the Group Officers.
- 3.5 Drivers must provide details about any medical condition or medical history that may affect their ability to drive a Group vehicle. Drivers must notify us of any changes in the circumstances relating to their driving licence (including changes in health) that occur after completing the Driver Registration Form.
- 3.6 Insurance cover may be invalidated if any of the information contained on the Driver Registration Form is subsequently found to be false or inaccurate, in which case we reserve the right to take legal action against the relevant party.
- 3.7 We may, at our discretion, accept a driver who has current endorsements on his/her licence. However, any additional excess that may be charged by the insurers may be payable by the driver, should a claim arise. We reserve the right to remove a person from the Register of Drivers at any time.

4. Permitted usage and bookings

- 4.1 Usage of Group vehicles is permitted within the following categories:
 - a) For a Scouting activity involving Group members and/or equipment
 - b) For a Scouting activity involving Group and non-Group members
 - c) By registered drivers for personal use, at the discretion of the Group Officers
 - d) By other Scouts Groups holding a valid Section 19 permit
- 4.2 Only drivers who have registered with us are permitted to drive a Group vehicle.
- 4.3 Where required by law, a valid Section 19 permit must be displayed in the vehicle during use.
- 4.4 All usage of Group vehicles must be pre-arranged and booked into the vehicle bookings calendar via our Bookings Secretary (bookings@yorkseascouts.org.uk).

- 4.5 All bookings made under section 4.1(d) are subject to a deposit of £150 per vehicle, payable in advance. The booking cannot be confirmed until this deposit has been paid in full. This amount is equal to our insurance excess and will be withheld in the event of a claim. The deposit will be returned upon a satisfactory inspection of the vehicle.
- 4.6 For all usage under section 4.1(c) or 4.1(d), the Group will request the driver/user to make a donation to the Group funds. The suggested minimum donation is £0.50 per mile driven. If the driver refuels the vehicle during the period of use, they will be reimbursed for the refuelling cost on production of a receipt or satisfactory proof of payment.
- 4.7 We reserve the right to decline, cancel or vary any booking and no liability is accepted for any loss, financial or otherwise, arising therefrom.

5. General terms and conditions

- 5.1 Smoking in any Group vehicle is strictly forbidden.
- 5.2 A Vehicle Log Sheet is provided in each vehicle. Drivers must inspect the vehicle before and after each use, noting down mileage and condition (including any damage or faults) on the log sheet. It is advisable to take photographs of the vehicle condition before and after use.
- 5.3 The vehicle must be returned in a clean and tidy condition, with all rubbish removed. We reserve the right to impose a £75 valeting charge should a vehicle be returned in an unacceptable condition after any use under sections 4.1(c)/(d).
- 5.4 Any fines or costs incurred during the period of use resulting from illegal parking, speeding and other infringements are the responsibility of the driver. The driver is also responsible for all other charges (tolls, etc) arising through the use of the vehicle under sections 4.1(c)/(d).
- 5.5 Any prosecution of a driver arising from the use of a Group vehicle will be the responsibility of the driver. We will pass information of our drivers to the relevant authorities for them to pursue their enquiries.
- 5.6 The driver is responsible for maintaining correct oil and water levels, and correct tyre pressures, during the period of use.
- 5.7 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 it is flat or punctured.
- 5.8 Engine damage resulting from the wrong type of fuel being used whilst being driven under sections 4.1(c)/(d) will be the responsibility of the driver, who will have to pay the full repair costs.

- 5.9 The vehicles are fitted with a speed limiter which prevents the vehicle exceeding 62mph. It is very important to bear this in mind, particularly when overtaking. The speed limiter is a legal requirement. Drivers should also note that the vehicles are not permitted to use the outside lane of a 3-lane motorway.
- 5.10 Drivers should note that speed limits for minibuses and vans are as follows:-

	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

6. Accident and breakdown

- 6.1 The vehicles are covered for accidents and breakdown through QBE Minibus Plus Insurance. The Vehicle Information Card contains general details about what to do in the event of a breakdown or accident.
- 6.2 Any accident or damage to the vehicle must be notified to us as soon as possible. The driver will be liable for any insurance excess payable when the vehicle is being used under sections 4.1(c)/(d).
- 6.3 In the event of a breakdown, you must not let anyone work on the vehicle without our permission. If we do give you permission, we will only give you a refund if you have a valid receipt for the work.
- 6.4 In the event of accident or breakdown, we are under no obligation to pay for alternative travel arrangements.

7. Use of tow bar and trailers

- 7.1 Each vehicle is equipped with a tow bar. Any driver intending to use the tow bar must hold a licence with the relevant category and should be experienced in driving a minibus or van safely when towing and in the art of reversing with a trailer attached.
- 7.2 A trailer should not cause the vehicle's Gross Train Weight (GTW) to be exceeded. This is the maximum weight allowed for the vehicle, trailer and their respective loads, and represents the effective limit of the vehicle braking system. Information regarding vehicle weights can be found on the plate on the passenger door pillar.

- 7.3 For each minibus, with the trailer in position and loaded it must still be possible to open the rear doors and exit from the vehicle.
- 7.4 Trailer safety leashes must be used on braked trailers, and in addition to the usual pre-journey vehicle checks in 5.2, trailer lights must always be checked for satisfactory operation after coupling the trailer.

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