

05/01/12

[www.blenheimscouts.org](http://www.blenheimscouts.org)

**Blenheim Scouts “Community” Minibus**  
**Terms and Conditions of Use**

16 passenger seats plus driver.

16 passenger seats forward facing and fitted with full seat belts.

All vans are fitted with a tow bar.

Insurance. Fully comprehensive including Mini Bus Plus Assistance breakdown service.

**Conditions of Use.**

**Drivers must be over 25 years and under 70 years of age and have held a full, clean license for at least 2 years. Depending on the bus you are allocated, drivers may also need to either hold a D1 entitlement on their licence or have passed their car test before January 1997. Evidence of this will be required at time of booking. (It will not be acceptable to bring it with you when you come to collect the bus as keys are sometimes issued by a third party.) Please make sure you discuss this point with us to ensure you are allocated the right bus for your licence entitlement.**

Passenger use only. No goods inside of the van

**DETAILS OF ALL JOURNEYS TO BE ENTERED IN THE LOG BOOK. YOU WILL BE CHARGED FOR THE MILEAGE THAT IS STATED NEXT TO YOUR ENTRY IN THE LOG BOOK, THEREFORE IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE CORRECT END MILEAGE HAS BEEN ENTERED BY THE PREVIOUS USER.**

Insurance policy has an excess of £250 clause. In the event of damage users will be expected to contribute the sum of £250 on any single claim.

All passengers must have a seat i.e. 1 passenger / seat. No sitting on laps. Children must also have a proper seat.

Seat belts to be worn at all times by all passengers whilst the vehicle is in motion. It is the drivers responsibility to police this and is also an insurance requirement.

All doors should be unlocked when the vehicle is in use. Supervisors should be seated next to the doors.

**Care and Security**

**The bus must be returned in a clean and tidy condition ready for next use.**

**Dust pan and brush are provided.**

**All litter must be removed from the vehicle.**

**Seat belts must be left untangled and in the closed position after use.**

**Blenheim Scout Group Registered Charity No: 800528**

**Office, Scout Shop & Activity Centre** Cheddar Grove School Field, Banwell Close, Bedminster Down, Bristol. BS13 7DS **Tel:** 0117 964 5555

**Email:** [office@blenheimscouts.org](mailto:office@blenheimscouts.org) (Normal Office Hours are 9.30am-2.45pm Mon & Thurs Bristol School Term Times Only)

**Group Administrator & CORRESPONDENCE ADDRESS:** Karen Radnedge, 102 Brooklyn Road, Bedminster Down, Bristol. BS13 7JZ

**Training and Activities Co-Ordinator :** Charlotte Burnett, 3 Oaktree Gardens, Bishopsworth, Bristol, BS13 8HX

**Email :** [activities@blenheimscouts.org](mailto:activities@blenheimscouts.org) **Tel :** 0776 216 1137 (Normal Working Hours are 6-9pm Mon, Thurs & Fri, Sundays 9am-12 noon)

**Group Scout Leadership Team Contact:** Jill Burnett, 8 Bourton Walk, Bedminster Down, Bristol. BS13 7AL

**Home Tel:** 0117 9664375 **Mobile:** 0783 719 8008 **Email:** [jill-burnett@hotmail.co.uk](mailto:jill-burnett@hotmail.co.uk)

Keys to be collected and returned to Jill Burnett, 8 Bourton Walk, Bedminster Down or as arranged. (Mobile number 0783 719 8008)

Report all faults and damage however small on the fault report sheet provided and inform Jill Burnett immediately.

### **ACCIDENTAL DAMAGE MUST BE PAID FOR AND WILL BE CHARGED AT COST.**

All buses comes with an All Star fuel card (located behind the drivers visor) for use when purchasing fuel. (All Star garages only, however this represents most fuel outlets including motorway service stations and supermarkets). Receipts should be put in the mileage log wallet. Should fuel be purchased elsewhere the receipts must be handed in with the keys and these will be taken into account when issuing bills. Invoices can not be altered later due to failure to supply bills when returning the keys.

**To cover insurance, maintenance and fuel, the following contributions are required.**

**All bills must be paid within 14 days of receipt.**

<b>Period</b>	<b>Hire</b>	<b>Fuel / Mile</b>
Any daytime period (up to 5.30pm)	£15	40p (Hire charge will be invoiced with mileage)
Evening only (from 6.00pm)	£10	40p (Hire charge will be invoiced with mileage)
Full day (up to 24 hours in any one day)	£25	40p (Hire charge will be invoiced with mileage)
Weekend (Fri eve 6pm – Sun eve)	£65	40p ( <b>Hire charge must be paid when booking</b> )
Full week (Any block of 7 days)	£150	40p ( <b>Hire charge must be paid when booking</b> )

**Please also note that during school holidays and other busy times during the summer, we reserve the right to charge ALL hire fees in advance to secure the booking and that all hire fees charged in these circumstances are strictly non refundable. Failure to pay these hire charges within 14 days of invoicing, may result in your booking being lost should another user be looking to hire and pay these charges as described.**

Mileage fee includes fuel in all cases. (per mile rate may be changed without prior notice – please check website for current rates)

All users will receive a copy of this notice. Bookings are taken as an indication of acceptance of the conditions stated above.

### **Cancellation policy**

**All daytime, evening only and full day bookings that are cancelled with less than 48 hours notice will incur the full hire charge for the booked period.**

**All weekend bookings that are cancelled with less than 4 weeks notice will incur the full hire charge for the booked period.**

**All full week bookings that are cancelled with less than 8 weeks notice will incur the full hire charge for the booked period.**

**It is a condition of our insurance that all users have and hold their own personal copy of a small minibus permit (Section 19) a copy of this must be supplied for record purposes to Blenheim Scout Office to be held on record. A separate permit is required for each bus you use (i.e if you usually use 2 of our buses, you need to hold 2 permits) please consult our website for details of where these can be obtained if you do not already have one.**