



# LECHLADE & DISTRICT LIONS CLUB COMMUNITY MINI BUS AGREEMENT

## Terms and Conditions of Use

1. LECHLADE & DISTRICT LIONS CLUB Community Minibus is only available to non-profit making community and voluntary groups within our close community. The minibus operates under the **Minibus and Other Section 19 Permit Buses Regulations 1987** Legislation. LECHLADE & DISTRICT LIONS CLUB is the registered holder of a Section 19 Permit for the minibus. **EVERY** Club or Organisation wishing to use the minibus **MUST** have their own Section 19 Permit, and every hire is carried out under the terms and conditions of the permit. This means that: A minibus should only be hired by such bodies as those involved with:
  - (a) Education
  - (b) Religion
  - (c) Social Welfare
  - (d) Other activities beneficial to the community.

The minibus cannot be hired for activities which are profit making. **Doing so is an offence for which the driver is liable for any fines and potentially the cost of a replacement minibus.**  
The vehicle is subject to availability.
2. The vehicle can only be driven by LECHLADE & DISTRICT LIONS CLUB authorised Minibus Permit holders and their authorised Drivers
3. All Drivers **MUST** be in possession of a LECHLADE & DISTRICT LIONS CLUB Driver's authorisation card
4. ALL BOOKINGS for the mini bus are to be made by phoning: 07486408691 or **PREFERABLY** by email: [minibus@lechladelions.org.uk](mailto:minibus@lechladelions.org.uk)
5. The Diary is kept by the Lions Mini Bus Quarterly Manager (L/M) and he/she takes **ALL** the bookings
6. When taking the booking the L/M checks that the User Organisation AND the Driver are both permitted to drive by way of a) Section 19 Permit & b): Copy driving licence on file
7. The vehicle must be picked up and returned at the times agreed when the booking was made.
8. Drivers collect the key from inside the security box at, St Birinus Court, Lechlade. (The entry code will be given when the booking is made).
9. Drivers **MUST** insert their respective Section 19 Permit into the TOP licence holder before they commence their journey (remembering to remove it at the journey's end).
10. One line of all the sections of the journey log must be completed for each journey by the Driver (this is enclosed in the 'vehicle folder').
11. When picking up the bus, the driver must check the condition and road worthiness, per the Mini Bus journey form, enclosed in the 'vehicle folder' before driving off. If in any doubt they should not proceed as they are responsible for the bus and its passengers. Any problems should be reported to the administrator immediately or by 'phoning one of those names listed at the bottom of the journey form.
12. The vehicle may be re-fuelled prior to return. A charge based at 50p/mile per booking is due. The cost of fuel purchased must then be deducted from the total – You must attach the fuel receipt. Charges will be incurred if this requirement is not met, per the Journey checklist.
13. The vehicle must be returned in a clean and tidy condition and if the rear seats have been removed they must be refitted securely.
14. ALL Drivers to read, accept and sign the Driver's Risk Assessment form.
15. At the end of the journey, place the key back in the key safe & lock it. The journey sheet and the monies are to be posted through the letter box on the wall by the minibus parking space, St Birinus Court, Lechlade.
16. Any damage must be reported to one of the persons listed on the Journey checklist immediately or as soon as is practicable.
17. 24 hours notice is required for a cancellation. A cancellation fee may be charged if less notice is given.
18. No standing shall be allowed whilst the vehicle is in motion. Passengers' movement in small vehicles can be critical in relation to stability.
19. All personal belongings/equipment left in the minibus is left at their owners' risk. LECHLADE & DISTRICT LIONS CLUB Insurance **does not** cover such items should a break-in occur.
20. All Drivers to take their 'Lions Driving Assessment', based on the MIDAS or similar type test if necessary and be given a 'new type' authorisation card.
21. At the time of 20 above, their Driving licence (card or old paper style) is also inspected and scanned for our records, if they are not already on file. Any driver acceptable to Lechlade & District Lions Club over the age of 70 has to take a G.P.'s Medical examination. If approved, his details **MUST** be advised to our Insurers and the person will be 'named on the policy'.
22. There is an Insurance Excess of £150.00 and ALL Drivers are personally liable, when they are in charge of the bus for this, should they be involved in any accident or claim by a third party.
23. Although we run this Mini Bus as a Community Mini Bus, we have to cover ever escalating costs of Repairs, Insurance, Servicing, etc. and the MINIMUM mileage charge is set at a rate stated on the Journey sheet. We are always very pleased to receive further donations to help with the running costs of our Mini Bus and the Journey sheet allows for this – Please feel free to donate monies as you see fit.
24. The bus is always kept in the same parking space. If drivers want to leave their cars in St Birinus, they must use the spot vacated by the bus.
25. Only authorised drivers are allowed to drive the bus. Our insurance is for all drivers with the correct driving licence and aged over 25 and under 70 years of age, with **NO MORE THAN 6 POINTS** on their licence. They must have held this licence for a period of at least two years and has the correct classification on the licence of category B.
26. Drivers must notify us immediately of any endorsements on their license so we can assess their continued suitability to drive and cannot drive the Mini Bus until notified by us or our Insurers.
27. The Club / Organisation listed below hereby agree to keep informed ALL their recognised drivers of these Terms and Conditions and their Driver(s) acceptance of these terms and conditions is conditional upon them using and driving the mini bus.
28. Should the Mini Bus not be available to complete a booking, Lechlade & District Lions Club will not be held responsible, for whatever reason.

I/We the undersigned hereby agree to the Terms and Conditions listed above when our Drivers and Club / Organisation use the Lechlade & District Lions Club Community Mini Bus.

Name of Club / Organisation		E mail address	
Name(s) of authorised signatory		Signature(s)	
VOSA Permit No:		Date of Signature	
Acceptance by Lechlade & District Lions Club		Date of Signature	