



Minibus Use – Expectations and Responsibilities

version 1 – effective from 26th March 2026

The District minibus is a shared resource intended to support Scouting and other youth organisation activities. Everyone using the vehicle is expected to treat it responsibly so that it remains safe and available for all groups.

Drivers must:

- Be an approved Named Driver
- Hold the correct licence and meet insurance requirements
- Be fit to drive and not fatigued or impaired
- Follow all UK road traffic laws and minibus regulations

Before driving

- Complete the vehicle pre-check
- Photograph the vehicle condition
- Report any existing damage

During use

- Drive responsibly
- Keep a record of which Named Driver is driving
- Stop and report serious warning lights or faults
- Follow breakdown procedures if required

When returning the vehicle

- Return the vehicle on time
- Return it clean and tidy
- Return it with a full tank of fuel
- Complete the post-use check
- Report any damage within 24 hours

Drivers and hiring organisations are responsible for

- traffic fines
- parking penalties
- congestion or toll charges
- insurance excess where applicable
- damage caused by misuse or negligence

Full details are set out in the following sections of this document.



Minibus Use – Expectations and Responsibilities

version 1 – effective from 26th March 2026

1. Purpose

This document sets out the expectations and responsibilities for anyone using the Worthing District Scout Council minibus.

These expectations help ensure the vehicle is used safely, legally and fairly for the benefit of all users.

The person making the booking is responsible for ensuring these expectations are followed throughout the period the vehicle is in their care

2. Definitions

For the purposes of this document:

Owner

Worthing District Scout Council, including its officers, trustees, volunteers and authorised representatives.

Owner's Representative

A person authorised by the Owner to manage bookings and operational matters relating to the vehicle.

Responsible Person

The person making the booking and taking responsibility for the vehicle during the Loan Period. The Responsible Person acts on behalf of the hiring organisation and is responsible for ensuring that any charges or liabilities arising from the use of the vehicle are settled.

Named Driver

A driver approved by the Owner to drive the vehicle.

Vehicle

The minibus made available for the agreed use, and any associated equipment supplied with it.

Agreed Booking Period

The period beginning when the vehicle is collected and ending when it is returned to the Owner.

3. Vehicle Allocation

The Owner will make the vehicle available for the agreed booking period.

Minibus Use – Expectations and Responsibilities

version 1 – effective from 26th March 2026

4. Agreed Booking Period

The agreed booking period begins when the vehicle is collected and ends when it is returned to the Owner.

Users are expected to return the vehicle within the agreed time.

If circumstances change and the vehicle may be returned late, the Owner or Owner's Representative should be informed as soon as possible.

Late return may result in additional charges.

5. Permitted Use

The vehicle must only be used for lawful, non-commercial purposes connected with Scouting/Guiding/other youth organisation activities.

This includes:

- Group or Unit trips
- Travel to organised Scouting events
- Transport of young people and adult volunteers

The Loan Vehicle must not be used for:

- hire or reward
- commercial activity
- driver training
- motorsport or racing
- towing unless authorised
- off-road driving
- transporting hazardous materials
- smoking or vaping in or near the vehicle

The vehicle must not be taken outside **England** without prior written permission from the Owner.

Minibus Use – Expectations and Responsibilities

version 1 – effective from 26th March 2026

6. Driver Requirements

Only Named Drivers approved by the Owner may drive the Loan Vehicle.

Drivers are expected to

- hold a valid driving licence appropriate for the vehicle
- comply with all legal requirements for driving a minibus
- meet the requirements of the Owner's motor insurance policy
- have completed the required Driver Registration process before driving
- provide a valid driving licence check code when requested

Drivers should have experience and competence needed for a vehicle of this size.

Drivers must be willing to provide information if required to identify who was driving the vehicle in connection with any traffic offence or legal request.

The Responsible Person must maintain a record of which Named Driver is driving the vehicle at any time during the Loan Period.

The Owner may refuse or withdraw approval for any driver where there are reasonable concerns about compliance with these expectations.

7. Compliance with Minibus Regulations

Where required by law, the Responsible Person must ensure that:

- the organisation holds and displays a valid Section 19 Permit in the vehicle
- the vehicle is used in accordance with the Minibus Safety Code of Practice
- passenger numbers do not exceed the number of fitted seatbelts

8. Operational Requirements

During the agreed booking period the following documentation should be completed:

- Pre-journey safety checklist
- Vehicle operating log
- Accident or incident record where required

Photographs of the vehicle must be taken before and after use, including:

- front
- rear
- left side
- right side
- driver area
- passenger area
- dashboard with ignition on and fuel gauge visible

These photographs should be shared with the Owner within 24 hours.

9. Condition of the Vehicle

The Owner maintains the vehicle to be roadworthy and safe for normal use.

Before taking possession of the vehicle, the Responsible Person should inspect it and report any damage not already recorded.

The vehicle should be returned:

- clean and tidy
- with all supplied equipment
- with the agreed fuel level

The vehicle should be returned in a condition reasonably similar to that in which it was collected, allowing for normal use.

Normal wear and tear is expected.

10. Fuel Policy

The vehicle operates on a full-to-full fuel policy.

The vehicle should be returned with a full tank of fuel.

Failure to do so may result in a £25 administration charge plus the cost of fuel required to refill the vehicle.

11. Misfuelling

Drivers must ensure the correct fuel type is used when refuelling the vehicle.

If incorrect fuel is added:

- the engine must not be started
- the Owner must be notified immediately

Users may be responsible for all costs arising from misfuelling including:

- fuel system draining
- vehicle recovery
- mechanical inspection
- repairs
- replacement parts
- loss of use of the vehicle

12. Booking Charges and Fees

Charges for use of the vehicle are set out in Appendix 2.

Additional charges may include:

- late return charges
- cleaning charges
- fuel charges
- cancellation charges
- insurance excess
- uninsured damage

Minibus Use – Expectations and Responsibilities

version 1 – effective from 26th March 2026

- administrative charges

Invoices should normally be paid within 7 days.

13. Security Deposit

A security deposit may be required for some bookings.

Deposits may be used to cover costs including:

- vehicle damage
- cleaning costs
- unpaid charges
- insurance excess
- other losses arising from the agreed use of the vehicle

If costs exceed the deposit amount, the Responsible Person or hiring organisation may remain responsible for the balance.

14. Insurance

The Owner maintains comprehensive motor insurance for the vehicle.

Drivers must comply with the requirements of this insurance.

In the event of an accident the Responsible Person must:

- notify the Owner immediately
- obtain details of all parties and witnesses
- not admit liability
- report the matter to police where required
- cooperate fully with the insurer

The Responsible Person is responsible for any applicable insurance excess.

15. Vehicle Monitoring Systems

The Vehicle may be fitted with dashcams and telematics equipment.

These systems may record information including:

- vehicle location
- vehicle speed
- driving behaviour
- video recordings from the vehicle

Minibus Use – Expectations and Responsibilities

version 1 – effective from 26th March 2026

This information may be used for purposes including:

- accident investigation
- insurance claims
- driver identification
- vehicle safety and security
- operational management of the vehicle

Information may be shared with insurers, law enforcement authorities or other competent bodies where necessary.

All users agree not to interfere with DashCams or telematics equipment.

16. Breakdown and Recovery

In the event of mechanical failure or breakdown, the driver must:

- Ensure the safety of passengers and other road users
- Follow appropriate roadside safety procedures
- Contact the Owner or Owner's Representative as soon as reasonably possible
- Follow instructions regarding recovery or repair

Repairs must not be authorised without prior approval from the Owner unless necessary to prevent further damage or ensure safety.

17. Vehicle Warning Lights

If a warning light or fault indication appears while the vehicle is being driven, the driver must:

- stop the vehicle as soon as it is safe to do so if the warning indicates a serious fault
- notify the Owner or Owner's Representative as soon as reasonably possible

Continuing to drive the vehicle after a serious warning light may result in the responsibility for resulting damage.

18. Vehicle Misuse and Wear

Users are expected to operate the vehicle with reasonable care.

Damage caused by misuse or negligent operation may result in the Responsible Person or hiring organisation being responsible for repair costs.

- clutch damage caused by excessive slipping or riding of the clutch
- damage caused by incorrect gear selection
- tyre damage caused by kerbing, impact or driving on unsuitable ground
- driving on under-inflated tyres
- continuing to drive after a serious warning light appears

Minibus Use – Expectations and Responsibilities

version 1 – effective from 26th March 2026

Continuing to drive on a deflated or severely damaged tyre may result in responsibility for resulting damage to the tyre, wheel or vehicle.

Normal wear and tear is accepted.

19. Driver Fatigue

Drivers must be fit to drive.

The vehicle must not be driven while the driver is:

- fatigued
- under the influence of alcohol or drugs
- otherwise impaired or unfit to drive.

20. Damage Reporting

Any accident, damage or mechanical fault must be reported to the Owner as soon as reasonably possible and within 24 hours of it occurring.

Damage discovered after the vehicle has been returned should also be reported within 24 hours.

21. Damage Attribution

If damage is discovered after the agreed booking period and was not reported during that period, the Owner may treat the damage as having occurred during the most recent booking unless there is clear evidence to the contrary.

22. Driver Identification Requests

If the Owner receives any request from a law enforcement authority, DVLA, insurer or other competent body requiring identification of the driver of the Loan Vehicle (including a Notice of Intended Prosecution or a request under Section 172 of the Road Traffic Act 1988), the Responsible Person must:

- provide the full name, address and date of birth of the driver
- provide any additional information reasonably requested
- respond within **48 hours**

An administration fee of £25 will be charged for each such request.

Failure to provide driver details when reasonably requested may result in the refusal of future vehicle bookings, and the responsible persons details may be provided to the police or other competent person.

23. Overnight Parking and Security

Where the Vehicle is kept overnight, it should be parked in a safe and secure location where reasonably possible.

Minibus Use – Expectations and Responsibilities

version 1 – effective from 26th March 2026

The vehicle must be:

- locked
- secured with any installed security systems
- not left with keys inside.

24. Penalties and Fines

The driver is responsible for any:

- parking penalties
- traffic offences
- toll charges
- congestion charges
- other fines

incurred during the agreed booking period.

25. Vehicle Keys

The Responsible Person is responsible for the safekeeping of the Loan Vehicle's keys during the agreed booking period.

The keys must not be:

- left inside the vehicle when unattended
- left in an unsecured location
- left with any person who is not a Named Driver unless necessary for the safe return of the vehicle.

If the vehicle keys are lost, stolen or damaged, the owner must be notified as soon as reasonably possible.

Users may be responsible for the reasonable cost of replacing keys, reprogramming immobilisers, replacing locks, or other security measures required as a result of the loss of the keys.

26. Responsibility During Use

The Responsible Person is responsible for the vehicle during the agreed booking period and for ensuring that these expectations are followed by all drivers and passengers using the vehicle.

The borrowers may be responsible for any loss, damage, costs or claims arising from the use of the vehicle during the agreed booking period, except where such matters arise directly from a fault or negligence on the part of the Owner.



Minibus Use – Expectations and Responsibilities

version 1 – effective from 26th March 2026

Appendix 1: Vehicle Details

Make	Mercedes-Benz
Model	Sprinter 513-Bluetec
Registration Number	RJ14 CFV
Year	2014
Colour	White
Vehicle Height	
Wheelplan	2-Axle-Rigid-Body
Revenue Weight	4600Kg
Cylinder Capacity	2143cc
Fuel Type	Heavy Oil - Diesel
Euro Status	EURO 5

Clean Air/Vehicle Charges

Checked on 26/3/26 – nominated driver responsible for checking up-to-date information

Congestion Charge Status	Need to pay
London ULEZ Status	Exempt – meets ULEZ emissions standard
Blackwall tunnel charge	No charge
Clean Air Zone status – Portsmouth	No Charge
Clean Air Zones – Bath, Birmingham, Bradford, Bristol, Sheffield, Tyneside	Charged at full rate

Minibus Use – Expectations and Responsibilities

version 1 – effective from 26th March 2026

Appendix 2 : Voluntary Donation Summary

Voluntary Donation – Scouting

Hire type	Base charge	Included mileage	Additional mileage	Minimum mileage charge
Evening / short local use (less than 4 hours)	£25 per evening	First 30 miles per hire	40p per mile over allowance	£10 minimum if total mileage exceeds 30 miles
Day / overnight hire (not exceeding 23 hours for a single day hire)	£45 per day	50 miles per day	40p per mile over allowance	£10 minimum if total mileage exceeds 50 miles/day
Weekend (Fri night to Sunday evening)	£90	100 miles	40p per mile over allowance	£10 minimum if total mileage exceeds 100 miles

Minimum mileage charge explanation – if you hire for a day and do 65 miles, then your charge is £45 deposit at booking, and then £10 for mileage

Voluntary Donation – Other young organisations

Hire type	Base charge	Included mileage	Additional mileage	Minimum mileage charge
Evening / short local use (less than 4 hours)	£35 per evening	First 30 miles per hire	40p per mile over allowance	£10 minimum if total mileage exceeds 30 miles
Day / overnight hire (not exceeding 23 hours for a single day hire)	£55 per day	50 miles per day	40p per mile over allowance	£10 minimum if total mileage exceeds 50 miles/day
Weekend (Fri night to Sunday evening)	£100	100 miles	40p per mile over allowance	£10 minimum if total mileage exceeds 100 miles



Minibus Use – Expectations and Responsibilities

version 1 – effective from 26th March 2026

Deposits

- Evening booking - £25
- Day or longer booking - £45

Deposit must be paid before booking is confirmed, payment by card or bank transfer.

Surcharges

- Late return fee – £10 plus per hire charge schedule plus cost of hiring additional vehicle for next hirer (if applicable)
- Refuelling fee - £25 plus cost of fuel (*payable if vehicle is not returned with full tank of fuel*)
- Interior Cleaning fee - £85
- Exterior Cleaning fee - £35
- Cancellation within 7 days of hire – 100% of hire
- Cancellation more than 7 days – deposit lost
- Driver Identity Query - £25 (*payable if the DVLA/police requires us to identify the driver of the vehicle at a time*)



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