

# 24<sup>th</sup> Hastings Scout Group

## Transport Policy

<b>Version no.</b>	Draft
<b>Date approved</b>	
<b>Date of next review</b>	

## **1. General statement of policy**

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

Our policy complies with the Scout Association's Policy, Organisation and Rules and guidance issued by the Department of Education, Department for Transport and Association of Chief Police Officers (<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>).

Use of the 24<sup>th</sup> Hastings Scout Group vehicles restricted to not-for-profit organisations. Any other use including exceptional circumstances requires the permission of the Group Scout Leader or the Assistant Group Scout Leader.

## **2. Role of the Board of Trustees**

The Board of Trustees for the 24<sup>th</sup> Hastings Scout Group has overall accountability for ensuring compliance for:

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

The Board of Trustees has delegated the responsibility for overseeing the minibus policy to the Group Scout Leader and the Assistant Group Scout Leader.

## **3. Responsibilities**

The delegated responsibilities of the Group Scout Leader and Assistant Group Scout Leader include:

- Vehicle 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
- Issue section 19 standard bus permit for all minibus journeys
- Assess the competence, behaviour and safe operation of all minibus drivers and maintain the approved minibus drivers list.

All vehicle drivers are responsible for:

- Reading this Transport Policy. Future bookings may be affected for anyone found to be in breach of the policy terms and conditions.
- Electronically submitting the vehicle declaration to accept the terms and conditions of use. The vehicles cannot be taken without the permission of the Group Scout Leader or Assistant Group Scout Leader.
- Completing the 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 Group Scout Leader by telephone (contact number is in the hire agreement).
- Familiarising themselves with the following RoSPA (Royal Society of the Prevention of Accidents guidance: <https://www.rospace.com/road-safety/advice/vehicles/minibus-safety>, the Minibus Driver's Handbook including eyesight requirements and the Minibus Safety – Code of Practice
- Complying with 24<sup>th</sup> Hastings Scout Group's vehicles risk assessment which includes: Emergency procedures as detailed in Appendix 2 and provided by email at time of booking including breakdown procedures.
- Ensuring a safety briefing is given prior to each journey which includes:
  - the use of seat belts at all times
  - passengers to remain seated at all times
  - welfare needs of passengers
  - expected journey times
  - behaviour and noise levels
  - escape procedure.
- Ensuring that the weight limit of the loaded vehicle does not exceed 3.2 tonnes
- Following the law regarding use of mobile phones
- Complying with all road traffic laws including speed limits and ensuring frequent breaks are taken for longer journeys
- Displaying section 19 permits for the duration of the journey
- Reporting any change to your driving licence to the Group Scout Leader or Assistant Group Scout Leader which includes penalty points and driving convictions (including those in process and not yet endorsed). The Board of Trustees will determine if a driver is permitted to continue driving the vehicles.
- Understanding legal implications if policy and procedures are not adhered to, e.g., the driving license of the driver will be affected if the vehicle was found to be defective
- Ensuring vehicle capacity and emergency exit signs are clearly marked.

#### **4. Driver eligibility**

Anyone driving the minibus must meet the following criteria:

- A D1 license with no restrictions **or** a B (car) license, providing that you are between the ages of 21 and 70 and have held your driving license for at least two years

- You are driving on a voluntary basis for social purposes by a non-commercial body.
- Drivers must be medically fit. Any drivers with medical conditions that require declaration as detailed by the DVLA (<https://www.gov.uk/driving-medical-conditions>) must be declared to the Group Scout Leader or Assistant Group Scout Leader before driving the minibus. The Group Scout Leader or Assistant Group Scout Leader will declare the condition to the insurance company and advise the Board of Trustees.

## **5. Fuel**

We operate a full-to-full fuel policy so vehicles must be returned with a full fuel tank after use. Members of the 24<sup>th</sup> Hastings Scout Group who purchase fuel should claim this back via expenses. External organization using the vehicles are responsible for paying for their own fuel.

## **6. Equipment**

The following equipment is provided and carried on board the minibus.

If any items are used or damaged, please notify the Group Scout Leader or Assistant Group Scout Leader 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

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

This document sets out the procedures, terms and conditions for booking the minibus operated by 24<sup>th</sup> Hastings Scouts Group. Our minibus is available for use by other Scout groups and not-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 seat belts at all times, unless they hold a medical exemption certificate.

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

Availability and bookings can be made by emailing [bookings@24thhastingscouts.co.uk](mailto:bookings@24thhastingscouts.co.uk)

Bookings require a deposit to be paid in advance of the booking date. Details on how donations are made are provided via [bacs](#).

24<sup>th</sup> Hastings Scouts 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.

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.

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 a reverse manoeuvre.

Arrangements to collect keys should be made at least 72 hours in advance of the booking.

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

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 Group Scout Leader by telephone (number included in hire agreement).

The minibus will be provided with a full tank of fuel and we operate a 'full to full' policy so it must be returned with a full fuel tank at the end of the booking. Failure to do this will incur a charge of:

- The cost of replacing the missing fuel **and**

- Penalty charge of 10 pence per litre of missing fuel

Smoking in the minibus is strictly forbidden by law.

No eating or drinking in the minibus with the exception of drinking water.

The minibus can only be used in the UK.

The minibus must be returned in a clean and tidy condition.

The minibus must not be used for the carriage of goods other than passenger day sacks. Other equipment and luggage must not be stored or transported inside the minibus.

With the exception of assistance dogs, external users are not permitted to take animals in the minibus. Please notify the Group Scout Leader or Assistant Group Scout Leader in advance of the booking date if an assistance dog will be travelling in the minibus.

The driver is responsible for maintaining correct oil and water levels and correct tyre pressures during the booking period.

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**

Any fines incurred during the period of booking are responsibility of the driver. This includes, but is not limited to, illegal parking or other infringements and all other charges such as tolls arising through the use of the vehicle.

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**

The minibus runs on diesel fuel.

The driver 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**

Our insurance policy details are available on request by **emailing your request to xxx.**

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.

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.

Our insurance policy does not cover:

- Drivers under the age of 21
- Drivers who have held a full UK Driving License for less than three years
- Drivers who have been declined insurance
- Drivers over the age of 70

You must declare the following to the Group Scout Leader or Assistant Group Scout Leader:

- Any medical conditions that require declaration as detailed by the DVLA
- Any driving convictions including penalty points
- You must declare any non-motoring convictions

## **7. Breakdown Cover**

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**

Drivers should note that speed limits for minibuses are as follows:

<b>Road Type</b>	<b>Speed limit</b>
Built up areas	30 mph
Single carriageway roads	50 mph
Dual carriageways	60 mph
Motorways	70 mph

The minibus is fitted with a speed limiter (this 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 three-lane motorway.

## 9. Accidents

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 Group Scout Leader, Assistant Group Scout Leader or nominated individual on the booking confirmation and follow the emergency procedures in Appendix 2.

## 10. Cancellations

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

## 11. Safety

A minimum of two adults must be present in the minibus at all times when carrying passengers under the age of 18.

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.

Journeys should be planned in advance of departures and account for adequate rest stops to reduce driver fatigue.

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 – **how?**

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 – Vehicle Emergency Procedures**

### **1. Incident Reporting Procedures**

- Do not accept liability
- Contact your own GSL (where relevant) and inform them of the incident.
- Complete the initial incident form using the online form at **xxx**
- Liaise with the Group Scout Leader or Assistant Group Scout Leader to enable recovery of vehicle (if required)
- Provide a follow up report with a written statement of events. Report to be sent to **xxx**

### **2. Accident Reporting**

The Scouting Association's UK Headquarters must be informed at the earliest suitable opportunity if any person, whether a member of Scouts or 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.

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.

In the event of any injury or fatality, or damage to third party property, no admission of liability must be made unless advised by UK Headquarters.

### **3. Emergency Procedures**

All accidents to individuals or involving damage to property must be reported.

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

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

All communications with the news media must be referred to the Duty Media Officer at UK Headquarters or the home Scout authority.

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.

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.

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.