

## Vehicle hire terms & conditions

By using vehicles owned by 38<sup>th</sup> Walsall (1<sup>st</sup> Walsall Wood) Scout Group ("The Group") you hereby agree to abide by the following terms and conditions of use:

1. Only drivers authorised by The Group are permitted to drive. Authorised drivers are required to provide access to driving licences details (via [www.gov.uk](http://www.gov.uk)). The driver is required to notify The Group of any changes to entitlements or penalty points gained.
2. All fines and penalties associated with use will be borne by the driver and paid within the times stated therein.
3. All damage/loss (inc keys and accessories) caused by driver or associated parties (e.g. passengers) during the use of the vehicle shall be borne by the hiring organisation. Where 3<sup>rd</sup> parties are involved, recompense should be sought wherever possible. Witness details and photos should be taken where the situation permits.
4. Where the driver is found to be at fault, the relevant insurance excess shall be charged to the hiring organisation.
5. The Group shall undertake maintenance and repairs to above vehicle to ensure that it is suitable for its purpose; however they will not be held liable for any situation that should arise from items that could not have been reasonably foreseen.
6. The driver shall check vehicle on collection and report any concerns prior to use; on return any further items should be notified. Issues not notified may be attributed to the driver on later inspection and subsequently charged.
7. The driver should take all reasonable steps to ensure that it is returned in a clean and tidy manner, failure to do so may restrict further use. A cleaning charge may be levied where the vehicle is returned in an inappropriate condition.
8. Smoking and vaping are not permitted in our vehicles.
9. Any costs associated with mis-fuelling shall be borne by the driver.
10. It is the drivers responsibility to read and abide by the documentation provided in the vehicle and check for any updates before each drive.
11. All security devices provided by the Group must be used whilst on hire.
12. You are required to provide your own insurance cover for contents/goods carried.
13. A section19 permit must be held by the hiring organisation for any minibus hire and will be inspected on vehicle collection.
14. ALL bookings must be received through the group website ([www.walsallwoodscouts.org.uk](http://www.walsallwoodscouts.org.uk)) and are not confirmed until a booking confirmation is sent by email to the group leader. Verbal bookings will only be accepted in exceptional cases. Confirmed bookings will be shown on The Group website.
15. Charges invoiced will be at the prevailing rate at the time of hire, available from the group website ([www.walsallwoodscouts.org.uk](http://www.walsallwoodscouts.org.uk)). Discounts or special rates will be agreed in writing prior to hire and noted on the booking confirmation.

16. New drivers may be required to undertake a familiarisation drive prior to use, as an agreed date prior to the booking.
17. Where a hiring organisation cancels a booking less than 30 days before the start of their booking, we reserve the right to charge the equivalent to the booking/administration charge and any additional daily charge (if applicable) that would have been incurred.
18. Minibuses are provided for the transport of passenger and hand luggage only. Larger luggage and equipment is not permitted to be carried in our minibuses. Where applicable, the removal of seats is not permitted, without prior approval (or for the carriage of wheelchair passengers notified at the time of booking).
19. The decision of the Executive Committee of 38<sup>th</sup> Walsall (1<sup>st</sup> Walsall Wood) Scout Group is final and no correspondence shall be entered into (where the driver is a member of said Committee, they will not be permitted to participate in the decision of the committee).

**Additional conditions applicable to trailers:**

20. Whilst unattended, the trailer must be:
  - o Stored in a lock-fast building or
  - o Stored at a private dwelling or
  - o Padlocked to a secure picket within a secure perimeter when left unattended other than when used for camping purposes or
  - o Otherwise immobilised by a recognised form of trailer security (provided).
21. The hiring organisation is required to provide their own (legal) number plate and ensure it's removed after hire.
22. The hiring organisation is required to perform reasonable daily checks on the trailer to ensure it is suitable for use. This should include tyres and operation of lights and the condition of the towing mechanism (including safety chain and brake).
23. The hiring organisation is responsible for the insurance of the contents of the trailer.
24. All drivers towing, must hold the relevant category of driving licence (e.g. B+E or D1+E).
25. It is the hiring organisations responsibility to ensure that the towing vehicle is suitable to tow the trailer and that it is legally able to do so.

**Additional conditions applicable to Fiat minibus:**

26. The tail-lift must only be operated by a trained person (training available on request in advance).
27. Wheelchair use must be notified at time of booking.