

WEST LANCS SCOUTS COUNTY MINIBUS OPERATING PROCEDURES



1 THE VEHICLE

Description	FORD TRANSIT MINIBUS 135PS YM13 CMV
Configuration	Driver plus 16 Seats or Driver plus 14 Seats Plus Wheelchair
Weight	Under 4.25 tonnes (See note under Drivers)
Disabled Access	The two rear central aisle seats are removable
Tachograph	This minibus is fitted with a tachograph
S19 Permit	S19 Minibus Permit (WLS County events) is affixed to the windscreen
Breakdown Cover	The minibus has UK breakdown cover
Tracker	The bus is fitted with a GPS tracker

2 SECTION 19 PERMIT – NOT FOR PROFIT TRANSPORT

- 2.1 The bus has a Section 19 permit for members of West Lancs Scouts carrying passengers for participating in county sectional and major events e.g. County Camps, Red Rose and Snow and Ice etc.
- 2.2 The WLS Section 19 permit does not extend to scout groups, districts or other not for Profit voluntary organisations. You must display your S19 permit in the windscreen before use.
- 2.3 Individual Scout and/or Guide groups and districts require its own Section 19 Permit to be displayed in the vehicle window when in use.
- 2.4 Section 19 permits are renewable every 5 years and can be transferred between vehicles.
- 2.5 Scouts can apply for a Section 19 permit via the [Scout Association website](#).
- 2.6 Further details on the Section 19 permit can be read on the [DfT website](#).

3 WHO CAN DRIVE THE WEST LANCS SCOUTS BUS

- 3.1 Members of WLS, WLS employees and non-profit making organisations, carriage of non fare paying passengers.
- 3.2 Any driver over 21 years old, and under the age of 70, with a minimum of 2 years on a full category B licence or category D1.

Category B licence entitles the user to drive a minibus, not being used for hire or reward, under 3.5tonnes or 4.25 tonnes if including specialist equipment for disabled passengers – e.g. a wheelchair ramp. This minibus comes within the latter category.
- 3.3 Drivers with **NO MORE THAN** two SP30 convictions or two accidents within the last 5 years
- 3.4 Drivers with only a category B licence cannot tow a trailer. To be able to tow a trailer with this minibus you must have a category D1+E licence. See [DVL website](#) for further details.

- 3.5 West Lancs Scouts retains the right to refuse to accept a driver on the basis of driving history or medical grounds

4 MINI BUS USAGE

- 4.1 The bus is a partnership between West Lancs Scouts and Lancashire Wildlife Trust. Lancashire Wildlife Trust (LWT) use the minibus on weekdays during term time. West Lancs Scouts (WLS) use the minibus in the evening midweek after 17:00 and weekends. Arrangements to collect on a Thursday evening may be possible, subject to LWT requirements.

5 LOCATION OF THE MINIBUS

- 5.1 Brockholes Nature Reserve, Preston New Rd, Samlesbury, Preston PR5 0AG.

6 MINI BUS CHARGES AND FUEL - DIESEL

- 6.1 West Lancs Scouts
£35 for an evening
£60 per day or part thereof
£140 for a weekend: Friday late afternoon to Sunday evening.
- 6.2 None West Lancs Scouts
£40 for an evening
£70 per day or part thereof
£160 for a weekend: Friday late afternoon to Sunday evening.
- 6.3 Diesel fuel usage is on the basis of returning the bus with the same amount of fuel in as when you collected it.

7 MAKING A BOOKING

- 7.1 Check the [online calendar](#) for provisionally availability of the bus. Please note the calendar is subject to change - date availability is not guaranteed.
- 7.2 Complete [the booking form](#).

Bookings will be confirmed via the email address. This will be accompanied with payment details and Collection and Driver information.

- 7.3 Driver check code, valid for 21 days, along with the last 8 digits of your licence number must be submitted to minibus@westlancsscouts.org.uk a minimum of 14 days prior to the hire date.

The code can be obtained via <https://www.gov.uk/view-driving-licence>