



## **BOSCASTLE CIC MINIBUS TERMS AND CONDITIONS OF USE**

### Use

1. The Boscastle Community minibus operates under section 19 of the Road Traffic Act which only allows non-profit making organisations or persons to hire the bus. Therefore to hire the bus you must be a 'not for profit' organisation.
2. A **not for profit** organisation is one that does **not** earn **profits** for its owners or carries out its activities with a view to profit. i.e. All of the money earned by or donated to a **not for profit** organisation is used in pursuing the organisation's objectives.

### Driver(s)

3. Drivers must be between 25 - 69 years old age, and have held a full driving licence for minimum 2 years.
4. A DVLA driving licence check will be carried out by the minibus manager and the driver. Our insurer will need to be made aware of any driving convictions.
5. The hire of the bus may be refused at any time.
6. The driver must notify the minibus manager immediately of any incidents, accidents or damage.
7. The driver must inspect the minibus thoroughly before and after each hire, using the checklist provided and note any damage or fault.

### Invoice & payment

8. Invoices will be sent after the hire has taken place.
9. Invoices must be paid in full within 14 days via electronic transfer, PayPal, cash or cheque.
10. Cost of group hire – full day £40, half day £25 excluding fuel. Block bookings by separate arrangement.

### Cancellation

11. Should the hire booking need to be cancelled, please call the bus manager as soon as possible.

### Hire arrangements

12. Keys should be collected by the driver from the minibus manager.
13. The minibus should be returned by the time agreed.
14. The minibus must be returned FULL of diesel.

### General

15. All passengers and drivers must wear seatbelts when travelling in the minibus.
16. Smoking is not allowed inside the minibus.
17. Passengers under the age of 16 are not permitted to use the minibus without an accompanying adult.
18. The minibus must be returned in a clean and tidy condition. If professional valeting is required costs will be invoiced to the group.

### Penalties and charges

19. Claims on the minibus insurance, whereby the driver is at fault, will result in the driver incurring the £250 excess fee.