



## Transport Policy

### Usage

The Group's transport is bought and run for the use of the 18<sup>th</sup> Edmonton by the Group Executive Committee (GEC). The GEC will appoint a Transport Manager (TM) to oversee the operation and maintenance of all the Group's transport. When vehicles are not being used by the Group they may be available to be borrowed by other organisations or individuals connected to the Group at the discretion of the Group Scout Leader (GSL) and/or the Group Chairman (GC). The Group runs the minibus under the 'Small Bus Permit' scheme which only covers usage by the 18<sup>th</sup> Edmonton Scout Group. Other organisations **must** obtain their own permit and must provide evidence that they have done so prior to first use of the minibus and, subsequently, prior to each first use after expiry date of the previous permit.

### Drivers

All drivers must be over 25 years of age, must have been driving for at least two years and must hold a UK driving licence. D1 category – or its equivalent – is required to drive the minibus. Before driving one of the Group's vehicles for the first time the driver must be approved by the GSL or GC and their driving licence must be checked by the TM, GSL or GC before the keys are handed over. The GSL will maintain a list of approved drivers and will ensure that all driving licences are checked annually: **original** driving licences (copies are not acceptable) must be shown to the GSL by end-September each year otherwise users will not be able to drive either vehicle.

Drivers must comply with all current driving legislation and are responsible for the paying of any fines and penalty charge notices (parking, speeding etc) obtained whilst driving the vehicles. Drivers are responsible for all payments relating to use of either vehicle within any Congestion Charge zones or on any toll roads. (18<sup>th</sup> Edmonton Scout Group Leaders will claim Congestion Charge and toll road payments through the normal internal claims procedure. However, they will still be responsible for fines and penalty charge notices unless exceptional circumstances are given to the GSL.)

### Keys

Keys for the vehicles are held by the TM and GSL. Keys can be borrowed from either of these people and **must** be returned to this same person immediately after use.

Key holders are responsible for knowing the whereabouts of the keys they are responsible for at all times.

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Written By:	Group Chairman	Next Review Date:	09/19



## Insurance

Insurance details are shown in the table below.

Vehicle	Use by Scout Groups (other than the 18 <sup>th</sup> Edmonton Scout Group)	Use by Other Organisations
Minibus <b>(DIESEL)</b>	Insured “Fully Comprehensive”. In the event of an insurance claim needing to be made, the user will be responsible for the payment of the insurance excess of £150 (or £75 for the windscreen) as detailed in the 18 <sup>th</sup> Edmonton Group’s policy.	Insured “Fully Comprehensive”. In the event of an insurance claim needing to be made, the user will be responsible for the payment of the insurance excess of £150 (or £75 for the windscreen) as detailed in the 18 <sup>th</sup> Edmonton Group’s policy.

Should damage occur to either vehicle, for which the 18<sup>th</sup> Edmonton Group believes it is reasonable to make repairs without recourse to insurance, the user of the vehicle will be expected to reimburse the Group for all repair costs up to a maximum payment of £200.

## Running Costs (internal)

For use directly on behalf of the 18<sup>th</sup> Edmonton Scout Group, all costs for the running of the vehicles including fuel and oil are met by the GEC. Sections do not need to budget this into event costs.

## Running Costs (external)

For all use not directly for the 18<sup>th</sup> Edmonton Scout Group, the required contributions towards running costs are shown in the table below. These will be invoiced after use.

Total Mileage	Use by Scouts/Guides/Schools	Use by Other Organisations
No more than 25 miles	(Option A) £20 per day flat charge	(Option C) £30 per day flat charge
Over 25 miles	(Option B)	(Option D)

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	£20 per day, plus 30p per mile	£30 per day, plus 40p per mile
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For Options B and D, the vehicle will be provided with a full tank of fuel and must be returned with a full tank of fuel. Mileage must be recorded at both the start and end of the period of use.

**Miscellaneous**

Any repairs that are required must be notified to the TM, who can be contacted via [transport@18thedmonton.net](mailto:transport@18thedmonton.net), as soon as possible after use.

**Acceptance**

Transport Policy read and accepted by:

Signature: .....

PrintedName: .....

On behalf of (organisation): .....

18<sup>th</sup> Edmonton Scout Group Signature (GSL/TM/GC): .....

Date: .....

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