

CODE OF CONDUCT AND CONDITIONS OF LET FOR HIRING COUNCIL MINIBUSES

1. Payment must be made in full at the time of making the booking.
2. Argyll & Bute Council maintains the right to refuse any booking that is considered unsuitable or unable to facilitate.
3. Drivers must be over 25 years of age, held a full UK driving licence for at least 3 years and have no more than 3 penalty points on their licence.
4. Drivers must have taken the Council's minibus assessment within the last 3 years.
5. A valid Section 19 Permit should be displayed on all minibuses.
6. Check your vehicle prior to starting your journey and complete the Daily Defect Sheet. Lights and tyre treads must be checked daily. All journey details must be entered in the Vehicle Log Book.
7. Report vehicle faults immediately and remember to complete the vehicle defect book. The local council depot should be contacted during normal working hours (numbers shown on key ring) and the FTA Recovery Service on 0800 581710 (membership no. 52971) outside working hours. A Recovery Card should be attached to each vehicle windscreen.
8. The lessee is responsible for meeting the first £250 excess of any insurance claim.
9. It is prohibited to alter, interfere or deface the structure of the minibus or any equipment or fittings.
10. The lessee will be responsible for any damage done to the vehicle or the equipment and fittings and shall be bound to meet the costs of the same.
11. Do not change the wheel on your vehicle if you have a puncture. This should be carried out by a qualified Council mechanic or FTA Recovery Service for insurance purposes.
12. Argyll & Bute Council cannot accept responsibility for any loss of possessions. Lessees are responsible for ensuring that personal possessions are adequately safeguarded.
13. No alcohol or smoking is permitted in Council vehicles.
14. No animal (other than guide dogs) may be brought into a vehicle.
15. All users must conduct themselves in an acceptable manner at all times.
16. Vehicles must not be overloaded.
17. Vehicles must be returned in a clean condition to the agreed location by the agreed time.
18. All fuel used during the hire must be replaced.
19. Do not carry any passengers who are not members of your group/organisation as they will not be covered under the Council's insurance policy.
20. Never leave children unattended in the vehicle.
21. Only use a mobile phone when the vehicle is parked safely.
22. Adhere to speed limits. Remember minibuses with 17 seats have a speed limit of 50mph.
23. Vehicle tracking is installed in all Council vehicles and is regularly monitored. Speeding reports are generated on a weekly basis and warnings are issued when necessary. Failure to comply may result in the group being refused permission for future bookings.

24. Passengers should always wear seat belts when the vehicle is in motion.
25. Pay attention to height and weight restriction road signs when driving minibuses. For your information, the GVW of a 17 seat minibus is 4.1 tonnes and the height of the new style minibus is 8 feet 9 inches.
26. Luggage should be safely secured or stowed away.
27. Finally, remember Argyll and Bute Council minibuses are clearly marked and your actions present an important image of the Council. Always remain calm and act courteously towards other road users.