

**Minibus Guidelines**

SUBU owns two minibuses which clubs and societies are allowed to use, once the driver has passed the test. Each club is allowed 2 committee members each year to take the test which can be reimbursed through club funds if agreed upon by the committee.

To drive the SUBU Minibus you:

* Must be over 21 years old
* Have held a FULL UK Driving Licence for at least 2 years
* Must currently have a clean licence (i.e. NO POINTS/ENDORSEMENTS issued such as speeding tickets or other driving regulation violations – if you have anything let us know and we can look at whether or not we can get the insurers to allow it)
* Will need to take a test organised by SUBU. The test lasts approx 2 hours, if you pass you will be issued a PERMIT from Bournemouth Borough Council giving you an extension of the licence category (as normally you require Category D1 to drive this type of vehicle) so long as the purpose of your driving is voluntary (you can NOT receive any payment or reward – receiving either will INVALIDATE your permit and make it illegal to be driving it)

To use the minibus (once you have passed your test):

* Book the bus using the forms available at SUBU reception giving details of where and when you are going/returning
* You or another member of the committee must sign it to authorise the costs to be taken from club funds (this will be done upon your return normally within a few days but can take longer when we are busy)
* The form MUST be countersigned by either the Clubs & Societies Co-ordinator, Activities Administrator or the Activities Development Manager to confirm that you have enough money in your account before the booking is made (if you do not have enough to cover we will not authorise the booking)
* Take the completed form to SUBU Reception (they will only book up to 2 weeks in advance)
* Keys to be collected after 4PM on day of travel /day before if departing before 9:30AM (On days SUBU is closed, collect keys 4PM last day we are open or as directed by Reception staff as circumstances may vary depending on what’s happening) – return to the drop box by SUBU reception UNLESS staff advise you differently
* COST: 30p/mile for normal driving of SUBU bus or hire vehicle (separate costs apply for if we hire something to cater for your specific needs)
* SUBU Reception will brief you on how to fill out the travel log, trip registration forms & what to do with regards to fuel for the vehicle
* Minibus use is for official Club activities only – no socials/personal use
* All drivers are personally responsible for compliance with all laws relating to driving and for following directions at car parks etc.
* Seat belts are to be worn by all persons at all times – this is a legal requirement and is the driver’s responsibility to ensure it is adhered to.
* Under no circumstances will SUBU pay any fines or speeding tickets incurred for failure to follow laws/rules from your use of the bus, the CLUB account can also not be used to pay these fines, they are the drivers/passengers individual responsibility
* Report ALL damage/accidents to SUBU Reception
* Please Note: Personal items are NOT covered by our insurance, therefore are taken in the vehicle at owners own risk, SUBU will not accept responsibility for loss/damage/theft occurring
* By signing out the keys you accept the terms of usage