

# St. Peter's MINIBUS

## Users welcome pack

**Introduction.** The St. Peter's minibus is available for the benefit of the church community and the wider local community. It is provided on a non-profit basis where only the annual running costs have been budgeted into the rates below. It is maintained to a serviceable and safe standard and is checked on a regular basis, complying with the section 19 permit (valid until 9/11/20) attached to St. Peter's who own the vehicle.

The minibus will normally be parked in St. Peter's church car park, with the key available in an accessible key safe. You will receive the access code after the booking is confirmed. The access code is changed after each booking.

**Bookings are made through David Field on 01243 672823 or email [kibblecards@gmail.com](mailto:kibblecards@gmail.com)**

September 2018				
Rates are updated at the beginning of each calendar month based on current fuel prices at the Birdham Shell station pumps.				
<b>Dry rate = (You pay for your fuel)</b> Pick up the vehicle with a full tank and return with a full tank				
<b>Wet rate = (Fuel is included)</b> If any fuel is purchased (with receipt) deduct amount from the agreed contribution. (£1.449/ltr)				
<b>Total Dry cost (per mile)</b>				<b>£0.43</b>
<b>Total Wet cost (per mile)</b>				<b>£0.69</b>
Long-term booking reductions				
You may choose which is the most beneficial rate for your intended use.				
Period	Description	Wet	Dry	
<b>Daily</b>		£0.69 wet		
<b>4 – 6 days</b>	£32 per day (or dry or wet rate as agreed.)	£0.69 wet	£0.43 dry	<b>£32 per day</b>
<b>Weekly</b>	£210 per week (Bookings over 7 days – pro-rata)		£0.40 dry	<b>£210 per week</b>
<b>Monthly</b>	£750 per 30 days (Bookings over 30 days – pro-rata)		£0.38 dry	<b>£750 per 30 days</b>
<b>Payment</b>				
Cash, cheque or BACS (preferred) // St. Peter's RC Church, Sort code 40-05-20 Acc No. 71077716 Please enter reference MINIBUS				

Conditions of use		
Capacity	14 passengers + 1 driver	
Driver insurance	Fully comprehensive Included	
Breakdown cover	Included	
Driver licence	Full Cat B (Sub D1) (Held for a minimum of 2 years)	
Driver age limits	21 – 69 (inc)	
Fuel consumption	20 – 28 miles per gallon. ( <i>depending on conditions of use.</i> ) (Av. = 26mpg)	

Permit to operate the minibus (Defines insurance cover and availability)	
A)	<b>Members of the body holding the permit</b> (St. Peter's church congregation and by association St. Richard's and Our Lady)
B)	<b>Persons whom the body exists to benefit, and persons assisting them.</b> (As above in section A and anybody associated with any activities associated with the 3 churches.)

### Notes:-

- **Log book.** Please ensure that you complete the log book (located on the dashboard) before and after use. (*A log book to identify usage and to report any faults is kept on board.*)
- **Keys.** Details of where to pick up and drop off the key are available via David Field.
- **Documentation** including MOT and insurance certificates, user's handbook and a checklist are kept on board.
- **Equipment:-** Hi visibility tabards, First aid kit, fire extinguishers, de-icing, spares and basic tool kit.
- **Insurance:-** The driver must have a full UK licence (min 2 years) and notify the insurers of any claims history, driving convictions and declarable medical conditions.
- **EU travel.** Comprehensive European cover (includes breakdown) additional payable. (Prices available at the time of enquiry.) The insurer requires the dates that the vehicle will be going abroad, and intended destinations.
- Please let us know in good time if any seats are to be removed to allow for reduced passenger numbers and accommodating baggage and/or equipment. This must only be performed by authorised persons.
- **Fuel:-** When refuelling please use the top grade diesel and not economy diesel. Prices are based on this fuel price.

**\*\*\* It should be clean and tidy when you collect it. Please leave it clean and tidy when you leave it. \*\*\***

## **DVSA Guidelines**

### **Driving passenger carrying vehicles (PCV) on a car driving licence**

There are special licensing arrangements allowing you to drive minibuses and buses without holding the higher Passenger Carrying Vehicle (PCV) driving licence entitlement. Drivers of minibuses having nine to 16 passenger seats will need to hold a PCV licence category D1 or a category D licence to drive larger buses.

### **Exempted passenger carrying vehicles**

Holders of a full category B (car) driving licence may drive any of the vehicles listed below:

- a passenger carrying vehicle manufactured more than 30 years before the date it is driven and not used for hire or reward or for the carriage of more than eight passengers
- a minibus with up to 16 passenger seats

### **When driving a minibus the following conditions must be met:**

- the vehicle is used for social purposes by a non-commercial body on a 'not for hire or reward' basis
- the driver is aged at least 21 and providing the service on a voluntary basis
- the driver has held a car (category B) licence for at least two years
- the minibus maximum weight is not more than 3.5 tonnes (4.25 tonnes if fitted with specialist equipment for the carriage of passengers)

### **When driving a minibus under these conditions:-**

- You may not receive any payment or consideration for driving other than out-of-pocket expenses.
- You can't tow trailers
- You may only drive minibuses in this country.
- Drivers aged 70 or over will need to make a special application which involves meeting higher medical standards.

## **SECTION 19 PERMIT**

Organisations that provide transport on a 'not-for-profit' basis can apply for permits under Section 19 or Section 22 of the Transport Act 1985. These permits allow the holder to operate transport services for hire or reward without the need for a full public service vehicle (PSV) operator's licence.

### **St. Peter's Section 19 permit**

Issued by DVSA

Standard

SP 059112

St. Peter's church

10/11/15 – 09/11/20

Passenger classes A, B

A list of Section 19 passenger classes is below.

St. Peter's permit allows classes A and B only

A)	Members of the body holding the permit
B)	Persons whom the body exists to benefit, and persons assisting them
C)	Disabled persons or persons who are seriously ill, and persons assisting them
D)	Pupils or students of any school, college, university or other educational establishment and staff or other helpers accompanying them
E)	Persons living in a geographically defined local community, or group of such communities, whose public transport needs are not met other than by virtue of services provided by the body holding the permit - please give details in the box below
F)	Any other class or person - please give details

Permit is valid until 9/11/20

## **INSURANCE**

The insurance covers anyone who complies with the section 19 permit limitations in sections A and B

If the driver has any current driving convictions or insurance claims within the last 5 years, these must be reported to the insurance company before any driving commences.