

D/1



DRIVER REGISTRATION FORM

DRIVER'S NAME	DESIGNATED GROUP
GROUP NUMBER	DRIVE FOR OTHER GROUPS?
	YES / NO

TRAINING RECORD

<p>Assessment Details (Exemption for PSV Holders, those who hold a current SBC permit or have passed a minibus driving test.)</p> <p><i>SBC Permit No:</i></p> <p><i>Expiry date :</i></p>	Booked date:	
	Pass date:	

MINIBUS FAMILIARISATION RECORD

ITEM	MINIBUS [demonstrated items]						
	1	2	3	4	5	6	7
Doors & Locks							
Steps							
Bonnet Release & Fluid Checks							
Tyres & Spare Wheel							
Seats & Seat Belts							
First Aid Kit							
Fire Extinguishers							
Driver's Pack							
Breakdown Card							
Vehicle Controls							
Auxiliary Controls & Switches							
Passenger Lift (incl. hand pump)							
Engine Starting Procedure							

DECLARATION BY DRIVER

I undertake to immediately inform Earlston Scout Group should there be any material changes to my driving licence, my entitlement to drive, or the information I have given on the Earlston Scout Group Insurance Form. All the items ticked on the above list have been fully and satisfactorily explained to me. I undertake not to carry passengers travelling in wheelchairs until I have been appropriately trained. I understand that when driving the Earlston Scout Group minibus, I do so under the auspices of the Earlston Scout Group Small Bus Permit. I agree to follow the guidance, and abide by the conditions contained, in the Earlston Scout Group Driver's Rules. I consent to Earlston Scout Group holding and processing data contained on this form, in accordance with the Data Protection Act 1998.

NAME

SIGNATURE

DATE

DECLARATION BY TESTER

The above named driver has been familiarised with all the items ticked on the above list, and is insured to drive the above noted minibus(es).

NAME

SIGNATURE

DATE

Earlston Scout Group - DRIVER'S INSURANCE FORM

- 01.** Name: _____
- 02.** Address: _____
 _____ Post Code: _____
- 03.** Telephone: _____ (work) _____ (home)
- 04.** Date of Birth: _____ **05.** Occupation _____
- 06.** Date UK Driving Test Passed: _____ **07.** Licence Expiry Date: _____
- 08.** Driving Licence No.: _____
- 09.** Give details of any conviction within the last 5 years or any prosecution pending. Has any period of a ban from driving been operative within the last 5 years?

- 10.** Give details of any accidents whilst driving a motor vehicle in the last three years:

- 11.** Please detail any medical condition, or medical history (whether physical or mental, including defective vision not corrected by glasses or hearing loss not corrected by a hearing aid) that may affect your ability to drive a minibus - please also detail any medication that you are currently taking, including dosage.

- 12.** State if any company or underwriter has at any time in respect of motor insurance declined to insure, cancelled or refused to renew a policy or required increased premiums or special terms:

You are reminded that you are required to provide all material information likely to influence the acceptance and assessment of this insurance. If you have any doubts as to whether a fact is material you should disclose it. You must inform the insurers of any changes that occur in circumstances relating to your driving licence. Failure to disclose all material facts may result in insurance being invalidated. It is an offence under the Road Traffic Act to make false statement or withhold any material information for the purpose of obtaining insurance.

I declare that the above information is accurate in every detail.

Signed: _____ Date: _____

I hereby agree that this supplementary declaration shall, in conjunction with our proposal, be the basis of the contract between the group and the insurance company.

Representative: _____ Date: _____

DRIVERS WITHOUT D OR D1 DRIVING ENTITLEMENT

If you passed your UK manual car driving test before 1 January 1997, you have (subject to any terms and conditions set by the operator) an automatic entitlement (until the age of 70) to drive a minibus with 9-16 passenger seats.

If you passed the test after 31 December 1996, you are normally required to pass a further driving test in order to gain entitlement to drive a minibus with 9-16 passenger seats (category D or D1 on the new style driving licence). However, under certain circumstances, a driver may drive such a vehicle without the need for such a test. These circumstances are that:

- a) The driver has held a full driving licence, with entitlement to drive a car (category B) for at least two years.
- b) The minibus is used for social purposes by a non-commercial body.
- c) The driver is providing his/her services on a voluntary basis (i.e. unpaid except for reimbursement of out-of-pocket expenses).
- d) The gross (i.e. laden) weight of the minibus is not over 3.5 tonnes (or 4.25 tonnes if the vehicle has a passenger lift and is capable of carrying people with disabilities).
- e) No trailer is towed.

As a recognised charity that hires out minibuses under the *Small Bus Permit* legislation, *Earlston Scout Group* is considered to be a non-commercial body. Before driving any vehicle in the Earlston Scout Group fleet you should determine whether or not the intended use of the minibus is "for social purposes", and whether or not you will be acting on a voluntary basis.

"A voluntary basis" is not defined in law, but existing guidance suggests that the acid test is whether you could refuse to drive and not suffer any penalty. For example, you might have a contract of employment in which you are obliged to undertake "any other duties as required", and this might be interpreted as including driving a minibus.

DECLARATION BY DRIVER

I have read and understood the above information, and confirm that I will be driving Earlston Scout Group minibus solely for social purposes and in my capacity as a volunteer driver.

NAME: (print) _____ GROUP: _____

SIGNED: _____ DATE: _____