



MINIBUS HOW TO GUIDE



CROESO
WELCOME

Email to book:

See the booking a minibus section for what details to send!

Sports Clubs

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Societies

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Student Opportunitites Manager





Our Vehicles

- 2019 plate 9 seater minivan
- 2019 plate 15 seater minibus
- 2019 plate 15 seater minibus
- 2017 plate 17 seater accessible minibus





Who Can Drive

Before driving, drivers need to:

- Complete the Driver Registration Form
- Complete a Minibus Familiarisation Session

They can be found in the Minibus section of the [Resource Hub!](#)

15 and 17 seaters

- Over 21
- 2 years or more since passing test
- UK or EU licence*
- **No Points**
- Full (manual) licence **not** automatic

9 seater

- **No Points**
- UK or EU licence*
- Full (manual) licence **not** automatic

* Any person with a valid driving licence issued in their country of origin is permitted to drive in the UK for at least 12 months (starting from when they first arrive). After this period individuals will need to exchange their document for a UK licence, or pass the DVSA's UK driving test





Rules for booking

- Can only be used for a legitimate club or society booking
- **No** private/personal use
- Drivers cannot receive payment for driving

Legitimate Use Examples

- Sports match – either watching or playing
- Day trip organised by club or society
- Transport to society or club conference
- Activity organised by club or society but not relating to that group e.g. cricket club going paintballing
- RAG event

This list is not exhaustive!

Things Not Allowed

- Personal shopping trips
- Moving house
- Social drinking bus / pub tour

**If in doubt,
ASK US!**





Booking the bus

- **Availability:** check the **Minibus Availability Timetable** to see if there is a bus available
- **You will need to send:** group name, drivers name, date and duration of hire, preferred minibus size, size of group. You'll then receive a confirmation email to confirm the booking.
- **The driver will need to have done the following:**
 - Completed or signed up to a **Familiarisation Session** (15 and 17 seater only) and completed the **Driver Registration Form** (all drivers)
- **You will need to:** complete the **Trip Registration Form** before travelling

All these can be found on the [Tim Aber Resource Hub](#) under the 'Minibus' section!

To book email:

Sports Clubs – ems47@aber.ac.uk | Societies – thm35@aber.ac.uk





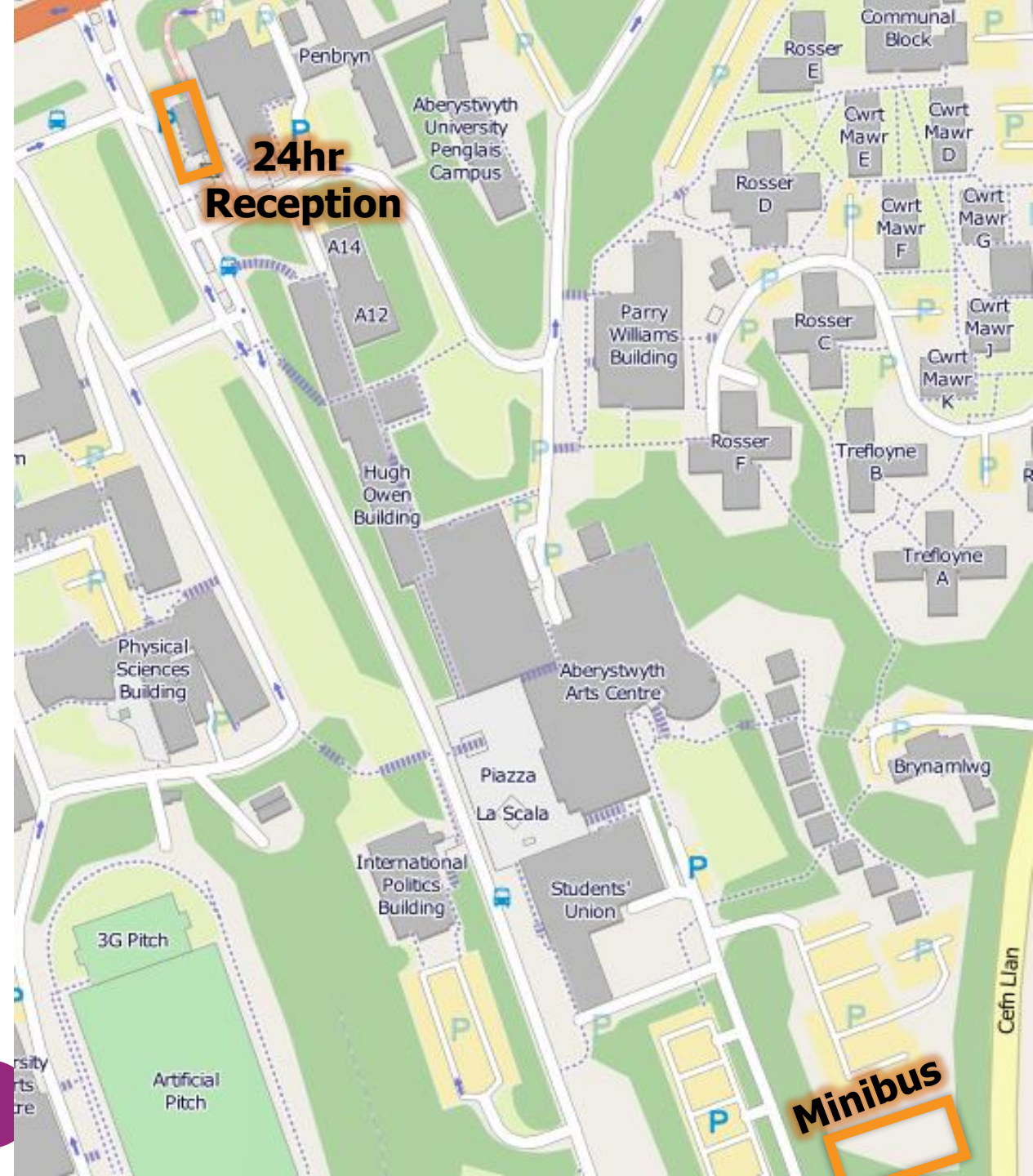
Charges & Fines

- **£85 per day** inc. VAT (can do 1/2 day hires and deals for consecutive day bookings)
 - Be sure to refuel the minibus on return, individual groups are responsible for fuel costs
- Payment will be taken from your account the following month
- **Potential fines/disciplines:**
 - Bus not refuelled: £30 plus cost of fuel
 - Bus left in a mess: £30 (or £80 if valet is necessary)
 - Bus not returned on time: £30 plus cost of additional hire time
 - Drinking on the bus/improper use: Total ban for your club/society for 12 month and disciplinary action



Collecting & Returning

- The minibus folder & keys will be left in **Porters Lodge (24hr Reception)** for you to collect
- All vehicles are parked in the upper car park on Penglais Campus (by the Arts Centre/SU)
- Folder/keys and vehicle to be **returned to the same locations** by end of hire





The Rules (pt.1)

- The driver must complete the tick list before taking the bus out.
Only travel if you are happy with the condition of the bus!
- The minibus is fully fuelled on collection. They need to be returned full.
You will be fined if you do not do this.
- Keys and buses need to be returned to campus reception, not the SU/Opps Office
- The minibuses have AA cover. If you breakdown call the emergency number in the folder!





The Rules (pt.2)

- Seatbelts **must** be worn
- **No** alcohol is to be consumed on the bus
- **No** smoking or vaping on the bus
- Clean up **all** rubbish and mess
- **Do not** put muddy boots on the seats
- If someone vomits on the bus please let the Opportunities Office know
- If you have an accident, however minor, please let the Opportunities Office know





BUCS Minibuses

- The rules still apply
- **Emily** will book your transport for **league fixtures**
 - **BUCS Competitions** require you to book a minibus yourself – do this in advance as weekend hires fill up fast
- You must let **Emily** know if you decide to take your own vehicle* instead of the one booked for you
- The minibus will still need to be refuelled – keep your receipt to be reimbursed from BUCS funds

*Personal Vehicles

- Individuals may need 'Business Insurance' when driving for club/soc activities
- Alternatively, individuals can seek confirmation from their insurer that they will be covered under their existing insurance for club/soc activities
- In either case send your relevant coordinator proof of this
- Without this proof we will be unable to process re-imbusement requests (e.g. fuel)
- This is a **legal** requirement with potentially serious implications for the driver

