

STEP BY STEP GUIDE TO BOOKING A MINIBUS OUTSIDE OF THE GUILD

Please be informed that the Guild currently does **NOT** have its own minibus. It does however have a vehicle insurance policy, which it can extend to cover temporary additional vehicles hired by **Guild Societies**.

Before we can extend this policy we need at least one member of the society to apply for a Drivers' Permit. These are available from the Base, ground floor, LGos building, upon receipt of a refundable deposit of £10. To apply for a permit you will need to bring the following with you:

- Driving Licence – both paper and plastic counterparts
- A passport photograph
- Deposit of £10

You must also meet the following criteria:

- Be over 21 years of age
- Driving for more than two years
- Have a full UK Licence
- Have had no accidents or made no claims in the last five years
- Have no more than one conviction – speeding for example.

If you can meet these criteria a Permit will be issued whilst you wait. If you are unable to meet the criteria insurance may be arranged, at the discretion of our insurers, but normally takes a minimum of 7-10 days.

Once you have a registered driver you are then able to book a minibus through an external company. Societies regularly use Maincrest Car and Van Hire, who are contactable on 0151 545 5300. You will need to obtain the following information from the company, so that the Guild can arrange the necessary insurance and purchase order.

- Vehicle registration
- Make and model of vehicle
- Engine size
- Approximate value
- Number of seats
- Hire period

A member of Base staff will then arrange for insurance and complete a purchase order on your behalf. This will need to be signed off by Paul Barber. You should then provide the hire company with the purchase order and insurance document. **UNDER NO CIRCUMSTANCES SHOULD YOU DRIVE ANY VEHICLE WITHOUT HAVING OBTAINED THE NECESSARY INSURANCE CERTIFICATION.**

A Trip Form and Risk Assessment (both available from the Base) will also need to be completed prior to the event and signed off by Paul Barber. Please note that all persons going on the trip must be a registered member of your Society, as per the online Society membership list.

The cost of hiring the vehicle will come from your society account.

There will also be a charge in respect of insurance, which at the time of writing (Jan 09) is currently in the region of £13 per day. Please note that insurance cover is issued in 24 hour blocks.

COACH HIRE COMPANIES

LGoS do not recommend individual companies. However listed below are telephone numbers of some Coach Hire Companies which you may find useful.

Balmoral Coaches	0151 922 3100
Hardings	0151 489 1228
The Student Coach Company	0124 453 4880

These companies will provide a driver and insurance. However you will still need to complete a **risk assessment and trip form**