

LUSU Groups Minibus Hire Agreement – Terms & Conditions

1. General Conditions

- 1.1. The minibus hire service is available exclusively for Lancaster University student groups, societies, and sports teams.
- 1.2. The individual making the booking is responsible for ensuring all passengers comply with these terms.
- 1.3. The minibus must only be used for pre-approved trips related to university activities.

2. Booking & Payment

- 2.1. All bookings must be made at least 72 hours in advance using the online booking form, which can be found [here](#).
 - 2.1.1. *Any bookings made after this time frame may not be possible.*
- 2.2. There is a flat rate hire fee of £40 per day for each booking.
- 2.3. Fuel costs are to be covered by the hiring group, with the tank to be filled before the vehicle is returned and evidence of this submitted to lususport@lancaster.ac.uk under '**[booking reference] fuel refill**'.
- 2.4. Payment information will be sent to the booker and payment must be made by the outlined deadline for the booking to be confirmed.

3. Driver Requirements

- 3.1. The minibus must be driven by an approved driver with a valid UK driving licence
 - 3.1.1. An approved driver constitutes as;
 - 3.1.1.1. Over 21
 - 3.1.1.2. Has been driving for 3 years with a clean driving record
 - 3.1.1.3. Has passed the minibus assessment
 - 3.1.1.4. Has completed the [Student Driver Registration Form](#).
- 3.2. Minibus assessments can be booked [here](#) and are £5 per assessment.
 - 3.2.1. Clubs that utilise vehicles for funded competition (e.g. BUCS) will have a number of assessments allocated. If you are unsure if you fall into this category, please email lususport@lancaster.ac.uk to ask.
- 3.3. The booker must provide the driver's details during the booking process.
- 3.4. The driver must comply with all UK road laws and university regulations.
- 3.5. The driver is responsible for all fines, penalties, or offences incurred during the hire period.

4. Collection & Return

- 4.1. The minibus will be available for collection at a designated collection point at the start of the hire period.

- 4.2. The minibus must be returned on time and in the same condition as received.
- 4.3. Groups are responsible for refuelling before returning the vehicle, as outlined in section 2.3.

5. Damage, Insurance & Liability

- 5.1. The minibus is fully insured, but the hiring group is responsible for any excess charges in case of damage.
- 5.2. The hiring group must report any damage, accident, or mechanical issues immediately to LUSU Sport.
- 5.3. Groups are responsible for keeping the vehicle clean; a £50 cleaning fee applies for excessive mess.
- 5.4. The Student's Union is not responsible for personal belongings left in the minibus.
- 5.5. Any parking tickets/clean air/bus lane fines are to be paid by the group who are hiring the vehicle.
- 5.6. Any repairs or claims against the insurance that are required to be made will typically follow the below, but are always subject to review by the Student's Union;
 - 5.6.1. Any claims under £250 must be covered by the hiring group
 - 5.6.2. Any claims £500 and over we will look to seek a claim, with the excess payable by the group
 - 5.6.3. The responsibility of any claims that fall between the amounts of £250 and £500 will be decided Student's Union in line with our insurance policy and claims position.

6. Cancellations & No-Shows

- 6.1. Cancellations must be made at least 24 hours in advance so that the vehicle can be made available again for other groups.
- 6.2. Groups will be refunded their hire fee if the minibus is no longer required, given that ample notice has been given.
- 6.3. No-shows (failure to collect the minibus without notice) will result in full charge of the booking fee.

7. Misuse & Disciplinary Action

- 7.1. Smoking, alcohol, and drug use are strictly prohibited inside the minibus.
- 7.2. The Student's Union reserves the right to ban individuals or groups from future bookings due to repeated rule violations.
- 7.3. Any illegal or reckless use of the minibus may result in disciplinary action by the Student's Union and the University.

8.0 Agreement to Terms

8.1 By booking a minibus, the booker/hiring group confirms they have read, understood, and agree to these terms & conditions.