



**CROESO**  
WELCOME

## Minibus Booking & Usage

Email to book:

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

**All enquires please email**  
[suminibus@aber.ac.uk](mailto:suminibus@aber.ac.uk)





# Our Vehicles

- 9 seater minivan – YP73 AWY
- 14 seater minibus – BJ72 NFN
- 14 seater minibus – BJ72 FZN
- 17 seater accessible minibus – BT73 UPD





# 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!](#)

## 14 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 issues 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!**



# Minibus Booking

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## To book:

- **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.

To book email: [suminibus@aber.ac.uk](mailto:suminibus@aber.ac.uk)

**Before departing you will need to:** complete the Trip Registration Form before travelling  
**On day of hire:** you can collect the minibus folder (containing keys) from the 24hr Campus Reception by showing your ID.

**All information, links and form can be found on the Tim Aber Resource Hub under the 'Minibus' section!**

# Costs



There are deals for consecutive hires, please liaise with [suminibus@aber.ac.uk](mailto:suminibus@aber.ac.uk)

Payment will be taken from your Club/Soc account the following month

- Be sure to refuel the minibus on return, individual groups are responsible for fuel costs

Vehicle Size:	9 seater				14/17 seater			
	INTERNAL		EXTERNAL		INTERNAL		External	
Length of hire	[Inc VAT]	[Exc VAT]	[Inc VAT]	[Exc VAT]	[Inc VAT]	[Exc VAT]	[Inc VAT]	[Exc VAT]
½ day (before/after 5pm only)	55	45.84	60	50	60	50.00	75	62.50
1 day	101	84.17	120	100	120	100.00	150	125.00
2 day	202	168.33	240	200	240	200.00	300	250.00
3 day	300	250.00	342	285	342	241.67	428	356.67
4+ (per day)	93	77.50	105	87.50	105	87.50	130	108.33
Wknd 5pm Friday – midnight Sunday	257.00	214.17	300	250	300	250.00	375	312.50





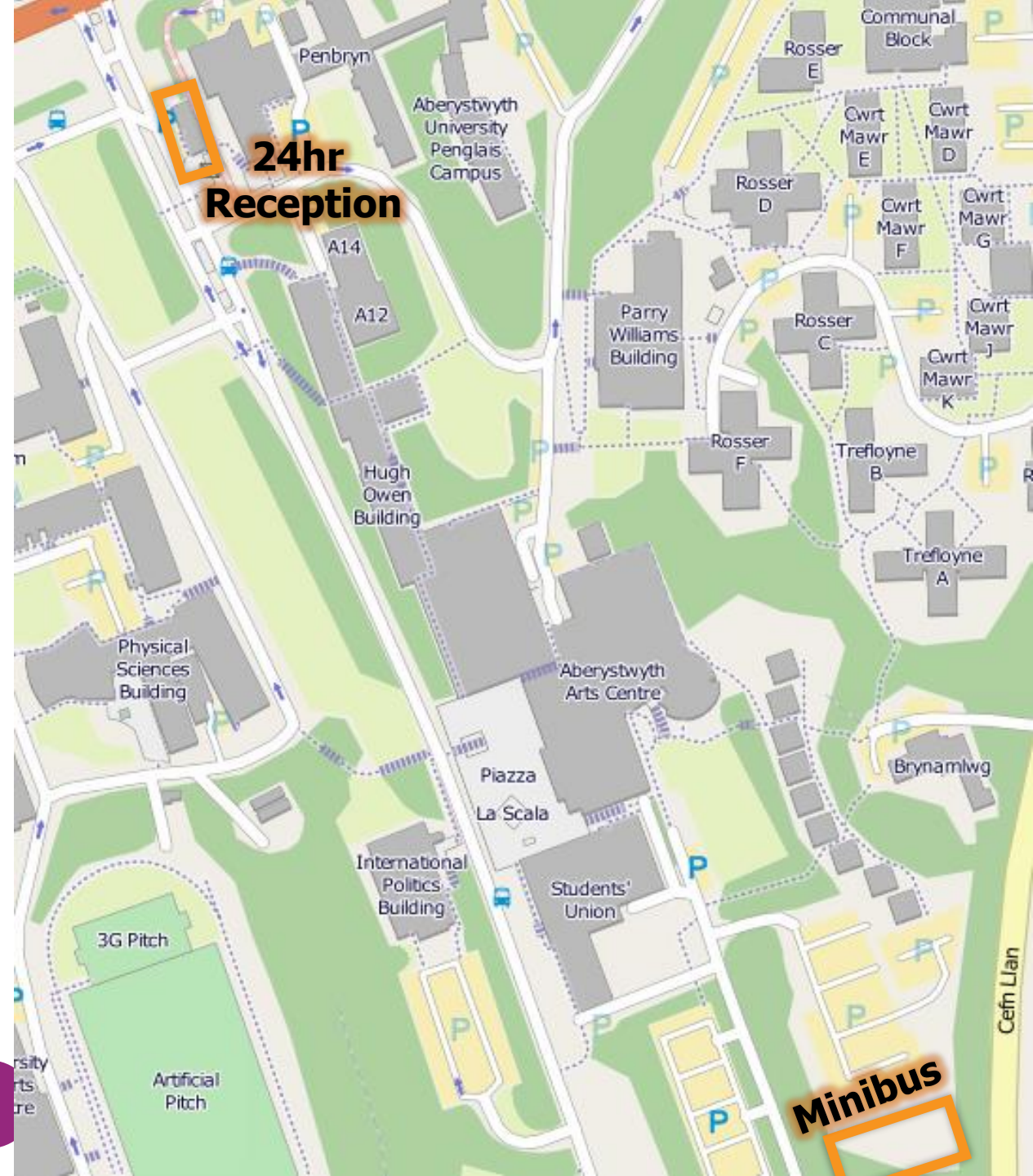
# Potential fines/disciplines:

- 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 minibus checks 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
- The Sports Coordinator 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 the Sports Coordinator 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