

# COMMUNITY BUS AGREEMENT FORM

## Conditions of Hire and Application

The Shire of Coolgardie manages and maintains two Community Buses, to support local groups and residents with a community service.

### Bus Details

**Kambalda Bus** - Manual transmission, Seats: 20 passengers + 1 driver, No wheelchair access

**Coolgardie Bus** - Manual transmission, Seats: 17 passengers + 1 driver, Wheelchair access available (via hoist -requires driver training/experience)

### Driver Requirements

- All drivers must hold a valid LR, or MR and/or HR driver's licence.
- A Passenger Transport Driver (PTD) Authorisation may be required, depending on the nature of the hire:
  - A PTD is required if the driver is being paid or rewarded.
  - Further information can be found on the WA Department of Transport website.

### Booking & Documentation

- Copies of current driver's licences for all nominated drivers.
- Proof of public liability insurance (valid and current).
- If applicable, proof of PTD authorisation for drivers.

**Bookings will not be confirmed until all required documents have been submitted and approved.**

## TERMS & CONDITIONS

### Eligibility

Must be a resident of the Shire or a community group operating within the Shire.

Must provide a Public Liability Insurance **Certificate with 20 million** coverage.

### Bond

A **\$1200 bond** via credit card is required before pickup.  
Refunded if:

- Bus is clean
- Returned with a full tank
- No damage

Deductions will be taken from bond include lost keys, replenish first aid kits, refill fire extinguisher, refill fuel and all damage.

### Wheelchair Access

Notify staff at time of booking if you require wheelchair access.

### Keys Collection

Available at:

- **Kambalda** – Barnes Drive
- **Coolgardie** – Sylvester Street

Collect from **Recreation Centre's hours**, Monday to Friday.

**Alternative arrangements** pleased discuss with staff.

### Drivers

Must hold a current LR, or MR and/or HR Class license.

Provide license at **time of booking**.

Drivers must:

- **Not** be under influence of drugs or alcohol.
- Follow **road rules**.
- Be responsible for **finances or infringements** during hire.

### Log Sheet

- Complete the **log sheet in the bus**:
- Record **odometer readings** before and after travel.
- Ensure writing is **clear and accurate**.

### Accident or Damage

Complete a **prestart check**, inside and outside the bus.

**Report all damage, accidents, and fire extinguisher use** ASAP to Shire staff.

### Fees

- Charged at **\$1.10/km**.
- An **invoice** will be issued after hire.
- All damages are the **Hirer's responsibility**.

### Fuel

- Bus comes with a **full tank**.
- **Return full** or be charged **\$3.50 per litre**.
- Refuelling during hire is at **your users own cost**.

### Breakdowns

Contact Shire: **(08) 9080 2111**

**ONLY Shire staff** are approved to perform maintenance.

### First Aid

First Aid Kit located **at the front** of the bus.

- **Inform staff** if it's used.

### BUS Hire Limitations

- **Sealed roads only**
- No standing passengers while moving.
- **Strictly prohibited:**
  - Smoking
  - Alcohol
  - Food/drinks (except water)
- **Must be cleaned** inside and out before returning.
- Submit **photos** (all sides, inside, fuel gauge, odometer) **before and after use**.

### Important Notices

- Shire may cancel bookings for maintenance and repairs.
- **PTD** (Passenger Transport Driver) authorisation may be required – check WA Dept of Transport webpage for more information.
- **Providing incorrect info may lead to suspension of further usage and penalties.**