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 **$1248 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 **fines 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 **$1.15/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 **COST PRICE +25% 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.