



Shire of Coolgardie

Our Community, Our People, Our Future

Community Bus Guidelines

All hire requests are to be directed through the Shire Office in Coolgardie in accordance with the following guidelines and the schedule of fees and charges. The Hirer is to provide notification of proposed destinations at this time and complete the Community Bus Hire Form.

GUIDELINES

- 1 Any approval of hire shall be subject to the Community Bus being available.
- 2 The Hirer is required to provide evidence of current licence details (WA Licence) of the designated driver. A "LR" (Light Rigid) license is the appropriate Licence required. All drivers are required to undergo a Vehicle Familiarisation with Coolgardie Police or Shire Mechanic prior to the release of keys for hire.
3. The Hirer is responsible for the operation and care of the Community bus, including all fuel costs. An additional charge of \$30 will be invoiced to you upon return. The Bus will be hired fully fuelled and is to be returned fully fuelled.
4. Alcohol is not to be consumed in the Community Bus at any time.
5. The Community Bus is not to be used on gravel or unsealed roads.
6. If, on return of the Community Bus, the vehicle is not cleaned to the satisfaction of the Shire, cost for the full cleaning will be removed from the Bond.
7. The maintenance checklist as attached is completed by the Driver and a Shire Staff Member prior to the Hire and upon return of the Bus, the Shire of Coolgardie.
8. The Shire is to inform its insurer of all Private use of the Community Bus including the details of the Drivers current drivers' licence.

HIRE FEES AND CHARGES

1. The payment of a \$300 Bond and \$135 (Includes GST) upfront hire fee is to be receipted by the Shire prior to release of the keys to the Hirer. The Bond will be returned following an inspection of the bus by the Shire and the costs to repair and damage will be taken from the Bond. Damage in excess of the Bond will result in an invoice for payment to the Hirer.
2. The Hire Rate for the Community Bus is \$135.00 per day and \$0.55 per kilometre.
3. Sponsoring Bodies will receive free Kilometres until such time that they have travelled the equivalent of their donation in Kilometres at \$0.55 per kilometre.

The Hirer is responsible for the total Insurance Excess which is \$300 and also in the event of insurance claims being rejected the total cost of repairs.

HIRE AND INSPECTION CHECKLIST

Hirer: _____

Date Out: _____

Kilometres Out: _____

Date Returned: _____

Kilometres Returned: _____

Costs of hire @ \$0.55 kilometre: _____

	Condition upon hire	Condition upon return
Fuel		
Oil		
Tires		
Windscreen		
Lights		
Stereo		
Air conditioning		
Heating		
Seating		
Windows		
Floors		
Doors		
Spare Tire & Tools		
Outside Cleanliness		

Hirer signature upon hire: _____

Shire of Coolgardie signature upon hire: _____

Hirer signature upon return: _____

Shire of Coolgardie signature upon return: _____

Comments: _____

HIRE FORM

Name of Hirer: _____

Address: _____

Phone: _____ (H) _____ (Mob)

Name of Driver: _____

Drivers Licence Number: _____ Classes Held: _____

Drivers Licence Expiry Date: _____

Date of Hire: _____

Return Date of Bus: _____

Destination: _____

Hire Fee Rec #: _____ (\$135.00 per day)

Bond Rec #: _____ (\$300.00)

Signature of Hirer

_____/_____/____

Date

Shire of Coolgardie Signature

_____/_____/____

Date