

# Community Bus Log Book

## Conditions of Hire and Application Form



The Shire of Coolgardie provides two **Community Buses** (“the buses”) as a community service provided by the Shire. The Shire is responsible for managing and maintaining the buses.

One bus is a **manual vehicle**, and has the capacity to carry 20 passengers plus the driver with no wheelchair access. The other bus is also a manual vehicle and has the capacity to carry 17 passengers plus the driver and accommodate two wheelchairs storage loaded by a hydraulic ramp.

The driver **must** possess a valid **LR** driver’s licence and, if required, proven experience in hoist operation. In order to hire the bus please ensure you have read and understood the conditions of hire outlined below. You will also need to complete the attached **Application to Hire Community Bus** form and return to the Shire Office. Once your application has been processed you will be provided with a booking confirmation.

## TERMS & CONDITIONS

### ELIGIBILITY

In order to be eligible to hire the bus you must be a resident of the Shire or part of a community group that is run within the Shire.

### BOND

A bond of \$500 is required prior to collecting the bus and is refunded on the satisfactory return of the bus.

The bond will not be refunded if the bus is damaged, not cleaned or with a full tank of fuel on its return.

Should the keys to the bus be lost, the cost of replacement will be deducted from the bond.

### BOOKINGS & WHEELCHAIR ACCESS

The vehicle will not be hired out unless prior bookings have been made with Shire staff at the Administration Office.

If wheelchair access is required, please advise Shire staff at the time of booking.

### KEYS

The bus keys will be available for collection by the Hirer from the Shire of Coolgardie Community Recreation Facilities located at:

Barnes Drive - Kambalda  
Sylvester Street - Coolgardie

The bus is available during working hours on the last working day before the vehicle is booked.

Should this not be suitable, alternate arrangements for key collection may be made with Shire staff.

### DRIVERS

Only authorised persons who hold a current ‘LR’ class licence are permitted to drive the bus.

Prior to hiring the bus, the Shire will require a copy of the nominated driver’s licence for our records.

All volunteer bus drivers must complete the ‘Register of Bus Drivers’ form which is available at the Shire Administration Office.

It is the responsibility of the Hirer to ensure the driver is not under the influence of alcohol or any drug whilst driving the bus. The driver must adhere to all road rules, speed limits and safety considerations whilst driving the bus.

### LOG SHEET & BUS EXCURSION BOOK

The Hirer must complete the log sheet kept in the bus.

Please ensure that odometer readings and names are printed clearly and accurately.

The driver or organiser must record the odometer reading prior to departure and at the conclusion of the journey.

### ACCIDENT OR DAMAGE

It is the driver’s responsibility to check both the **interior and exterior** of the vehicle for any damage both **before and after** using the vehicle.

All damage, accidents, or use of the fire extinguishers must be reported to Shire staff as soon as possible.

### FEES

The cost to hire the bus is calculated on the distance travelled at a cost of \$0.75 per kilometer

At the conclusion of the hire period, an invoice will be issued to the Hirer.

The excess for the SOC bus is \$1000, in this instance you will be required to pay an additional \$500.00 if the bus is damaged to cover the excess costs.

Discounts will only be given at the discretion of the CEO under delegated authority

Fees are reviewed annually during Council’s fees and charges review.

### FUEL

The bus will be fuelled ready for use.

In the event you need to re-fuel during the hire period this will be at your expense.

The bus is required to be returned fully fuelled.

### BREAKDOWNS

In the event of a breakdown, please contact the Shire Administration Office on 9080 2111.

Please note that all maintenance of the bus is to be carried out by **authorised Shire staff only**.

### FIRST AID

A First Aid Kit is located at the front of the Bus. Please advise Shire staff of any incidents that may require the use of this kit.

### LIMITATIONS OF HIRE

- The bus is to remain on **sealed roads only** and passengers are to remain seated at all times while the bus is in motion.
- Smoking, alcohol consumption and the consumption of food and drinks (other than bottled water) is **strictly prohibited**.
- The Shire reserves the right to cancel any bookings in the event the bus needs to be serviced or repaired.
- The interior and exterior of the **bus must be cleaned** by the Hirer at the conclusion of the journey and before handover to the Shire. Failure to do so may result in forfeiture of the bond.

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### HIRER DETAILS

Hirer's Name:

Organisation (if applicable):

Postal Address (for invoice):

Home Number:

Mobile Number:

Email:

### NOMINATED DRIVER DETAILS

Driver's Name:

Address:

Driver's Licence Number:

Expiry Date:

Licence Class (please tick):

LR Class

F Class

### TRIP INFORMATION

Date of Hire:

Pickup Time:

Return Date:

Return Time (approx):

Travelling from:

Number of People:

Destination:

Purpose of Outing:

### DECLARATION

I/We have read and agree to the Terms & Conditions of hiring the Shire of Coolgardie Community Bus.

Hirer's Signature:

Date:

### OFFICE USE ONLY

Please tick

Driver's licence copied for file

Bond paid

Cash

Cheque

EFT

Discount Requested - (Date approval received):

Discount Amount:

Staff Name:

Position:

James Trail:

Position: CEO