

Application to Hire Community Bus

Hirer Details			
Hirer's Name:			
Organisation (if applicable):			
Postal Address (for invoice):			
Telephone:	Home:		Mobile:
Email:			

Nominated Driver Details			
Driver's Name:			
Address:			
Driver's Licence No.:		Expiry Date:	
Licence Class (please tick):	<input type="checkbox"/> LR Class	<input type="checkbox"/> F Class	
Telephone:	Home:		Mobile:
Email:			

Trip Information			
Date of Hire:		Pickup Time:	am/pm
Return Date:		Return Time:	am/pm
Travelling From:		Destination:	
Estimated Distance (kms)		No. Passengers:	
Purpose of Hire:			

I/We have read, understood and agree to the terms and conditions applicable to the hire of the bus as mentioned above.

Signature of Hirer: _____ Date: _____

PAYMENT METHOD

- Pay on Invoice or
 Pay on Day - Cash Cheque
 EFTPOS Direct Deposit

OFFICE USE ONLY		
<input type="checkbox"/> Signed Agreement Received	<input type="checkbox"/> Cleaners Diary Updated	<input type="checkbox"/> Booking in Calendar
<input type="checkbox"/> Copy of Driver's Licence		
Officer's Name _____	Date _____	
<input type="checkbox"/> Key Issued - Date _____		
<input type="checkbox"/> Returned		
Comments _____		

Shire of Dowerin Community Bus Conditions of Hire

The Community Bus (“the bus”) is a community service provided by the Shire of Dowerin. The Shire is responsible for managing and maintaining the bus.

The bus is a manual vehicle with a maximum seating capacity of twenty-one (21) persons including the driver. The bus does not have disabled access. The bus is equipped with heating and air conditioning. The bus uses diesel fuel and **must** be refuelled prior to return. The hire of the bus does not include a driver. The bus contains a step, a first aid kit located in the front left hand footwell and a fire extinguisher located on the front left-hand wall. Smoking on the bus is **STRICTLY** prohibited. In accordance with State law, the seatbelts are to be worn at all times.

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 it to the Shire Office. Once your application has been processed you will be provided with a booking confirmation.

Terms & Conditions

Eligibility

To be eligible to hire the Community Bus, hirers must be a resident of the Shire or a member of a community group operating within the Shire. Any variations to this must be approved in advance by the Chief Executive Officer.

Bookings

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

Keys

The keys will be available for collection by the Hirer from the Shire Administration Office at 13 Cottrell Street between 8.30am and 4.00pm Monday to Friday.

Should this not be suitable, alternate arrangements may be made with Shire staff well prior to the booking.

The keys must be returned to the Shire Administration Office on the return date of the booking unless prior arrangements have been made.

If the return is outside office hours the keys may be deposited in the pigeonhole located on the right hand side of the main entrance door.

Drivers

Only persons who hold a current ‘LR’ class license are permitted to drive the bus. Any driver receiving any type of payment also requires an ‘F’ class licence.

The Hirer shall nominate the person(s) as the driver for the hire period and shall not allow any other person(s) to act as driver.

The driver will not consume alcohol or be under the influence of drugs for the duration the hire period.

The driver will, always adhere to all road rules, speed limits and safety considerations.

The driver will be wholly responsible for any infringements received during the hire period.

The name of the driver(s) is to be nominated on the Hire Agreement and the driver’s licence sighted at the time of completing the Hire Agreement (a copy to be retained at the Shire Office).

Frequent drivers may complete a ‘Frequent Driver’s Form’ where a driver wishes the Shire to keep their details on record for future hire events.

The driver is to complete and return the Hirer/Driver Report along with the keys.

Accident or Damage

The Hirer is responsible for checking both the interior and exterior of the bus for any damage before and after use.

All damage, accidents or use of the fire extinguisher or first aid kit must be reported to staff as soon as possible.

The Hirer is responsible for all costs associated with malicious and/or wilful damage by passengers during the hire period.

The Hirer is responsible for the payment of the excess applicable to any insurance claim arising from the hire.

The Hirer is responsible for all damage and repair costs attributable to the negligence on the part of the Hirer.

The Hirer is liable for all repair and replacement costs in the event of an insurance claim being rejected due to the actions of the driver or a member of the hire group.

Cleanliness & Condition

The Hirer is responsible for ensuring the bus interior is swept/vacuumed and mopped, with all rubbish removed, prior to returning the bus.

Failure to comply with this condition will result in a cleaning charge being added to the hire charges. The charge will be in accordance with Council’s Schedule of Fees & Charges.

Hire Cost & Payment

Prices charged are in accordance with Council’s Schedule of Fees and Charges for the applicable financial year.

The Hirer has the option of paying for the hire on return of the keys (preferred) or be invoiced for payment in 7 days.

The cost to hire the bus is calculated on the kilometres travelled from the point of pick up to return.

Breakdowns & Use

In the case of breakdown, the responsibility of the Shire is solely for the bus. The transportation of passengers is the Hirer’s responsibility.

All repairs and maintenance are to be approved and carried out by an authorised Shire provider.

Prior to use, and at each fuel stop, the Hirer is to check the water, oil and tyre pressure.

Any issues are to be reported to the Shire Administration Office immediately.

Hirers are to ensure the bus is parked in a safe and secure environment.

The Hirer is to ensure the bus is fully refuelled on return.

Other

The Hirer is not permitted to use the bus for the purpose of training learner drivers or for driving tests.

The Shire reserves the right to cancel all hire bookings in the event the bus requires servicing or repair.