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## COMMUNITY BUS HIRE AGREEMENT

### HIRER CONTACT DETAILS

Name/Organisation \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Mobile \_\_\_\_\_

### HIRE DETAILS

Date/s of Hire \_\_\_\_\_ Period of Hire \_\_\_\_\_ AM/PM on \_\_\_\_\_ TO \_\_\_\_\_ AM/PM on \_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

Estimated Distance: \_\_\_\_\_ kms Estimated Passenger No. \_\_\_\_\_

### DRIVER (Minimum Licence requirement is LR or LR with F endorsement for fee paying passengers)

Name: \_\_\_\_\_ Alternative Driver: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Licence No: \_\_\_\_\_ Licence No: \_\_\_\_\_

I have a copy and I am aware of the conditions applicable to the hire of the bus and hereby agree to them forming part of this hire agreement.

- I acknowledge the bus is to be swept and mopped upon return. Failure to comply will result in a \$50 cleaning charge being invoiced in addition to normal hire charges.***

**\*PLEASE ENSURE THAT THE FUEL TANK IS FULL AFTER USE\***

Signature of Hirer: \_\_\_\_\_ Date: \_\_\_\_\_

**(Please complete the Hire/Drivers Report in the bus and return with keys)**

### PAYMENT METHOD

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

### OFFICE USE ONLY

- Signed Agreement Received  
 Copy of Agreement to Hirer  
 Photocopy of Driver's Licence  
 Booking in Calendar  
Officer Name \_\_\_\_\_  
Date \_\_\_\_\_  
 Key Issued - Date \_\_\_\_\_  
 Returned  
Comments \_\_\_\_\_

## SHIRE OF DOWERIN COMMUNITY BUS CONDITIONS OF HIRE

### These conditions shall form part of the agreement for the hire of the Community Bus:

1. A Hire Agreement Form is to be completed prior to the hire of the bus.
2. Keys are to be collected from the Shire Office during normal office hours.
3. The hirer shall be responsible for costs associated with malicious and wilful damage by passengers during this period of time.
4. The Hirer shall be responsible for the payment of the excess applicable to any insurance claim arising from the hire of the vehicle.
5. The Hirer shall be responsible for all damage/repair costs attributable to the negligence on the part of the hirer.
6. The Hirer shall ensure that the vehicle is returned at or prior to the designated time unless prior arrangements are made with the authorised person.
7. The Hirer shall nominate person/persons as the driver of the bus for the designated hire period and shall not allow any other person to act as bus driver.
8. The Hirer shall be liable for all repair/replacement costs associated with the vehicle in the event of an insurance claim being rejected due to the actions of the bus driver or a member of the hire group.
9. For the general comfort of all passengers, smoking is strictly **NOT** permitted on the bus.
10. The Hirer shall be responsible for the following in regard to the bus:
  - a) PRIOR TO USE
    - Check the water, oil and tyre pressure
  - b) DURING USE
    - Check the oil, water and the tyres at each fuel stop
  - c) AFTER USE
    - Return the bus with a full tank of DIESEL fuel and correct amount of oil.
  - d) KEYS
    - Must be returned to the Office on the return date of booking unless prior arrangements are made with an authorised person. If outside office hours the keys and completed Hire form can be deposited in the pigeon hole located at the Shire Office main entrance (right hand side of the main door).
  - e) CLEANING
    - On return the bus must be cleaned to the condition in which it was collected or the cost of cleaning will be charged to the hirer.
  - f) DRIVER
    - To be supplied by hirer.
    - Drivers of the Community Bus will hold a current LR class driver's licence OR LR with endorsement for fare paying passengers.
    - Will not consume alcohol or be under the influence of drugs for the duration of his/her time as driver.
    - The name of the driver/drivers to be nominated on the Hire Agreement and the driver's licence to be sighted at the time of completing the Agreement (a copy to be retained at the Office)
    - Shall complete the Hirer/Driver Report and return along with the keys.
  - g) COST
    - Hire cost is 70c per kilometre inclusive of GST.
    - Hire cost of seniors groups is 53c per kilometre inclusive of GST.
  - h) PAYMENT
    - The Hirer has the option of paying for hire on return of the keys to the Shire Office or can be invoiced for payment with 7 days.
11. Community Bus maximum seating capacity is twenty one (21) including the driver.
12. In the case of breakdown the responsibility of the Shire is solely for the bus. The transportation of passengers shall be the responsibility of the Hirer.