

# Conditions for hire of community bus



## Please read carefully

- ◆ It shall be a condition of driving the bus that the driver shall have a current drivers licence. In addition, the driver shall be responsible for the payment of any fines, including parking, incurred as a result of failing to observe statutory road traffic regulations which may be in force at that time.
- ◆ This bus may be driven on a "H-LR" or "MR" class licence. This bus is **NOT** registered as an Omnibus and therefore fares cannot be charged nor payments received from passengers.
- ◆ The vehicle **must** be filled with **diesel** fuel after use. Failure to do this will incur a \$20.00 charge plus fuel used. A cleaning fee of \$110.00 will be incurred if the bus is not returned in a clean state.
- ◆ Oil and water must be checked by the driver each time the vehicle is hired.
- ◆ Any damage must be reported to the shire upon return of the vehicle and keys.
- ◆ If the vehicle breaks down, **call the RAC.**
- ◆ The vehicle **log book must be completed** with start and finish kilometers. Failure to complete this will jeopardise your opportunity of hiring the vehicle again.
- ◆ The vehicle is to be returned to: **BYFORD FIRE BRIGADE BUILDING** Clara Street, Byford.
- ◆ Keys to be collected from and returned to the Shire Office, Paterson Street, Mundijong.
- ◆ Bond (\$400.00) and hire fees (according to fee schedule) will be charged prior to the hire of the bus.
- ◆ The bus seats 21 persons including the driver.
- ◆ Any person/party who has hired the bus from Council shall be responsible for any excess on Council's insurance policy resulting from any accident/damaged caused.
- ◆ If the bus is used for more than 200kms, an invoice will be sent to the hirer for payment of kms travelled.
- ◆ **THE BUS IS A DIESEL POWERED TOYOTA COASTER AND DOES NOT USE PETROL. FILLING THE TANK WITH PETROL WILL CAUSE SIGNIFICANT DAMAGE.**

### HIRE FEES INFORMATION

The Serpentine Jarrahdale Community Bus is available for hire on the following basis:

- The bus can only be pre booked up to 3 calendar months in advance (for a maximum of 48 hours per week);
- Bookings cannot take place for a period greater than 48 hours in duration without prior written approval from the Chief Executive Officer;
- The fee for use of the bus **MUST** be paid in advance of use (any additional kilometre rate charge will be determined on return and must be paid within 7 days);
- The bus will only be made available after the designated driver has signed the conditions of use form.
- No form of banner or advertising, besides that of the Shire of Serpentine Jarrahdale can be displayed from the bus.
- The fee structure for the hire of the bus be modified to the following and advertised in accordance with the Local Government Act 1995;
- Cancellation within 4 weeks of the booking date will incur a 50% penalty.

GROUP CLASS	HALF DAY RATE (5 HOURS & LESS)	FULL DAY HIRE (GREATER THAN 5 HOURS)
<b>Local Not for Profit Organisations</b> (eg Local Church or School)	\$72.60 & BOND (up to 100 kms-25 c per km thereafter)	\$121.00 & BOND (up to 200 kms – 25c per km thereafter)
<b>Other Not for Profit Community Organisations</b> (eg Church or School outside of SJ Shire)	\$96.80 & BOND (up tp 100 km – 25 c per km thereafter)	\$157.30 & BOND Up to 200 km – 25 c per km thereafter)
<b>Local Commercial Organisations</b> (eg Local profit organisation/business)	\$121.00 & BOND (up to 100 kms–25c per km thereafter)	\$199.10 & BOND (up to 200 kms–25c per km thereafter)
<b>PRIVATE USE and Other Commercial Organisations</b>	N/A	\$254.10 & BOND (up to 200 kms – 25 c per km thereafter)

**NB: UNLESS A STANDING BOND EXISTS, A \$400 FEE IS APPLICABLE WITH ALL HIRE.  
ALL FEES MUST BE PAID AT TIME OF APPLICATION**

*published by the serpentine jarrahdale shire, 6 paterson st, mundijong*  
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*'experience the beauty'*

## APPLICATION TO HIRE COMMUNITY BUS

APPLICANT NAME: \_\_\_\_\_ APPLICANT PH # \_\_\_\_\_

DATE OF HIRE: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

PICK UP TIME: \_\_\_\_\_ DROP OFF TIME: \_\_\_\_\_

NAME OF DRIVER: \_\_\_\_\_ DRIVERS LIC: \_\_\_\_\_

DRIVER'S PHONE NO: (W) \_\_\_\_\_ MOB: \_\_\_\_\_

**NAME & ADDRESS OF ORGANISATION**

**THIS HIRE WILL BE CONDUCTED FOR:** \_\_\_\_\_

**CONTACT NAME & NUMBER FOR AUTHORISING PERSON WITHIN THE ABOVE ORGANISATION**

**NAME:** \_\_\_\_\_ **BUSINESS PHONE #** \_\_\_\_\_

**WILL THE BUS HIRE BE CONDUCTED FOR PERSONAL / PRIVATE USE? YES / NO (Please circle)**

**IF SO, PLEASE PRINT ADDRESS BELOW AND REFER TO THE PRIVATE USE RATE**

**ADDRESS:** \_\_\_\_\_

1. I have read the conditions for Hire of the Community Bus. I understand that passengers cannot be charged for entering the bus and I will not charge passengers to travel on the bus.
2. I am the holder of a current and valid "H-LR" or "MR" class drivers licence (copy attached).
3. I understand if I am hiring the bus on behalf of an organisation and/or community group and that the bus is NOT to be used for private purposes.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

If you have any questions regarding the Bus Hire, please do not hesitate to contact the Shire on 9526 1111.

**OFFICE USE ONLY**

COPY OF DRIVER'S LICENCE ATTACHED \_\_\_\_\_  
(Print Name on Licence)

AMOUNT PAID \_\_\_\_\_ DATE \_\_\_\_\_ RECEIPT # \_\_\_\_\_

Community Bus Incident Report document issued (refer E08/1058)