



ABN 85 679 704 946
7 Brockman Street (PO Box 510), Gingin WA 6503
T: 9575 2211 F: 9575 2121
E: mail@gingin.wa.gov.au
W: www.gingin.wa.gov.au

Shire of Gingin Community Bus Conditions of Hire

The Shire of Gingin's **Community Bus** ("the bus") is a community service sponsored by the Lotteries Commission of WA, Commonwealth Department of Veteran's Affairs and the Shire of Gingin. The Shire is responsible for managing and maintaining the bus.

The bus is a **manual vehicle**, and has the capacity to carry 21 passengers or 15 with 2 wheelchairs, with disabled access being via hydraulic hoists. 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 **\$200** 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 or not cleaned upon 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 Gingin Administration Office at 7 Brockman Street, Gingin, 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.

Please note - any driver receiving any type of payment for these services require an **'F' class** licence.

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 folder which is given to the driver on collection of the keys.

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.

In addition, the **'Bus Excursion Book'** (kept at the front of the bus) must also be completed by the Hirer.

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 extinguisher must be reported to Shire staff as soon as possible.

Fees

The cost to hire the bus is calculated on the distance travelled from the townsite/rural residential subdivision closest to point of origin and return.

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

Current fees are as follows:

- Residents and Ratepayers – \$1.60 per kilometre
- Aged Pensioner groups and Lancelin RSL – 80c per kilometre

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 you would be required to purchase the fuel and retain the receipt.

The cost of the fuel will then be deducted from the hire fee.

Breakdowns

In the event of a breakdown during working hours, please contact the Shire Administration Office on 9575 2211 or after hours please contact Allister Butcher on 0417 264 832.

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.
Any requirement to use of the bus off sealed roads must be approved by the Shire before hire.
 - Smoking 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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Application to Hire Community Bus

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

Nominated Driver Details		
Driver's Name:		
Address:		
Driver's Licence Number:		Expiry Date:
Licence Class (please tick):	<input type="checkbox"/> 'LR' Class	<input type="checkbox"/> 'F' Class

Trip Information		
Date of Hire:		Pickup Time:
Return Date:		Return Time (approx):
Travelling from:	<i>specify townsite or rural residential subdivision</i>	
Destination:		
Purpose of Outing:		

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

.....
Hirer's Signature
Date

Office Use Only

- Please tick:*
- Driver's licence copied for file
 - Bond paid: Cash / Cheque / EFT (*please circle*)
 - 'Register of Bus Drivers' form completed (*if applicable*)

Staff Name: **Position:**