

### IMPORTANT INFORMATION:

- Please read the Community Bus Conditions of Hire before completing this form.
- The nominated driver must possess either a 'LR' or 'F' Class licence.
- A \$200 bond is required before the bus can be hired.

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

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

Trip Information				
Date of Bus Hire:		Pick-up Time:		
Date of Bus Return:		Return Time (approx.):		
Travelling From:	(Specify townsite or rural residential area)			
Destination:				
Purpose of Outing:				
Wheelchair Access (please tick):	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	If yes, how many wheelchairs? (please tick)	1 <input type="checkbox"/> 2 <input type="checkbox"/>

Acceptance	
I/We have read, understood, and agree to the Community Bus Conditions of Hire.	
Hirer's Signature:	Date:

Office Use Only	
Confirmation of receipt (please tick):	Driver's licence copied for file <input type="checkbox"/> Bond paid - cash / cheque / EFT (please circle) <input type="checkbox"/>
	"Register of Bus Drivers" form completed (if applicable): <input type="checkbox"/>
Processed by:	
Position:	Date:

- ❖ The Community Bus (“the bus”) is a community service provided by 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.

### Eligibility

To be eligible to hire the bus you must be a resident or ratepayer of the Shire, or a member of a community group that operates within the Shire.

### Bookings & Wheelchair Access

If you would like to hire the bus, please complete the Application to Hire Community Bus form and return to the Shire Administration Office.

Once your application has been processed, you will receive a booking confirmation.

If wheelchair access is required, please tick the relevant box on the application form. Please note the bus has capacity for two wheelchairs only.

### 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.

### Hire Fees

The cost to hire the bus is calculated on the distance travelled from the townsite/rural residential are 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 – \$1.85 per kilometre
- Pensioner groups and Lancelin RSL – 90c per kilometre

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

### 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 odometer reading must be recorded 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.

### 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 5100** or after hours, please contact the Shire's Executive Manager Operations & Assets on **0417 264 832**.

Please note 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 use of this kit.

### Limitations of Hire

- The bus is to travel on sealed roads only. Any requirement to use of the bus off sealed roads must be approved by the Shire before hire.
- Passengers are to remain seated at all times while the bus is in motion.

- Smoking and the consumption of food and drinks (other than bottled water) is strictly prohibited.
- 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.
- The Shire reserves the right to cancel any hire bookings in the event the bus needs to be serviced or repaired.

### Contact Us

If you require any further information regarding the hire of the Shire's Community Bus, please call **9575 5100** or send your query to [mail@gingin.wa.gov.au](mailto:mail@gingin.wa.gov.au).

