

Community Bus Hire - Application Form



Please Complete and Return This Page with Deposit to Bass Coast Shire Council

Please tick which bus you wish to hire

- Phillip Island Bus (wheelchair access)
 Inverloch Bus (wheelchair access)
- Phillip Island Bus (non wheelchair)

Fees and Charges	\$ per hour	Deposit to be paid before collection	Minimum booking
Senior Groups	\$5.50	\$27.50	5 hours
Community Groups	\$7.70	\$38.50	5 hours
Buses must be returned in a clean condition; failure to do so will result in a \$50 cleaning charge.			
You must refuel to bus at the end of the journey; failure to do this will incur a fee of \$1.30 per kilometre.			
Maximum daily hire is 10 hours. (If you don't submit a trip report you will be charged the maximum number of hours for each day the bus was hired.)			

Name of Organisation _____

Contact Person _____

Address for Correspondence _____

Town/Suburb _____ Post Code _____

Telephone Number _____ Fax _____

Email _____

Purpose of trip _____

Travelling to _____

Date Required _____

Time Collect _____ am/pm Return _____ am/pm

First Driver Name _____

First Driver Licence No _____ Expiry Date _____

First Driver Signature _____ Date _____

Second Driver Name (if applicable) _____

Second Driver Licence No _____ Expiry Date _____

Second Driver Signature _____ Date _____

Photocopy of both sides of the drivers licence from each driver attached to this application form required

Internal Use Only - Customer Service: please forward this form, photocopies of licence(s) and deposit receipt to Amie Atkinson in Aged & Disability

Community Bus Hire – Drivers Declaration



I agree:

- To comply with all applicable provisions of the Motor Car Act, Transport Regulations Act, Road Traffic Act and all regulations made thereunder and all applicable laws, regulations and by-laws relating to the driving of the vehicle. Any fines incurred will be paid for by me.
- That the bus will carry only the number of passengers permitted in correctly fitted seat belts. If wheelchair is travelling it must be correctly secured.
- That during the period the bus is under my control I will not partake of, or be under the influence of any intoxicating liquor or drug.
- That only the drivers authorised on this form shall drive the bus or have responsibility for the bus during the hire period.
- To return the bus to the prescribed parking area with a **full tank of fuel**.
- To ensure that the bus is left in a clean condition both inside and outside (otherwise a cleaning fee of \$50 will apply). Council staff will inspect the vehicle on its return.
- To return the **Trip Report, keys and petrol receipt** back to the Customer Service Centre (during office hours) or posted in the metal letterbox in the front of the Council office (after hours).
- I understand if I do not complete and return the trip report, that I will be charged a maximum of 10 hours for each days hire.
- To advise Council Staff of any accident causing injury or damage to the vehicle and any mechanical defects noticed in the vehicle at the time of delivery or after use.
- That the bus is available for travel only within the State of Victoria.
- To ensure that smoking does not occur in the bus and that the seats are protected from food and drink.
- That I hold a current, full Victorian Driver's Licence.
- I am over the age of 25 years and under 70 years.

(Please tick) In addition I have read the Community Bus Hire Guidelines and agree to abide by the conditions of use detailed in the guidelines.

(Please tick) I understand that in the event of an accident/damage to the vehicle, there is a \$500 excess to be paid by the hiring organisation / individual.

Signature of Driver 1: _____ Date: _____

Signature of Driver 2: _____ Date: _____

Council collects your Personal Information in accordance with statutory requirements. Personal Information is kept in accordance with the Health Records Act 2001 and the Information Privacy Act 2000 Principles. Our Privacy Policy is available on our Internet site or from our Customer Service Centres.

Collection and return of bus

The bus must be collected and returned at the times nominated on the *Application Form*. It is the responsibility of the hiring organisation to refuel the bus at the completion of the journey at your own cost. Failure to refuel the bus will result in a charge of \$1.30 per kilometre. The trip report must be returned with bus keys. Failure to submit a trip report will incur a maximum charge of 10 hours. The bus must also be returned in a clean condition. Failure to do so will result in a \$50 cleaning charge.

Inverloch bus

The Inverloch bus is a Ford Transit and has seating for 12 people (eight if a wheelchair is secured). This bus is located at the garage behind Warrawee Seniors Club, A'Beckett Street. Keys to be collected from Council's Customer Service Centre located at the Inverloch Community Hub, 16 A'Beckett Street. Keys are available during normal business hours Monday to Friday 10.00am – 4.00pm or Saturdays from 10.00am – 1.00pm. It is the responsibility of the driver to lock the garage.

Cowes buses

There are two buses based in Cowes. The Toyota Hi Ace Commuter has seating for 12 people (eight if a wheelchair is secured) and the Ford Transit bus has seating for 11 people, with no wheelchair capacity. These buses are located at Bass Coast Shire Council Works Depot, Corner of Settlement and Dunsmore Roads, Cowes. Keys to be collected from the Cowes Cultural Centre, 91-97 Thompson Avenue. Keys are available during normal business hours, Monday to Friday 8.30am – 5.00pm. It is the responsibility of the driver to lock the Works Depot gates when a Council employee is not in attendance.

If the bus is required/retained overnight, please ensure it is in off street parking.

Accident

In event of an accident, you must obtain the names, addresses and vehicle registration numbers from the other party. Under no circumstances should any indication be given by the driver for blame, responsibility or fault in regard to the incident. On returning the keys the driver must complete a *Hazard and Incident Report* form and possibly an *Insurance Claim* form. These forms can be completed at your nearest Customer Service Centre.

Breakdowns

If a breakdown occurs, please call RACV on 131 111. If the bus breaks down and there are costs involved to repair the bus (eg new battery), contact the Aged & Disability team's afterhours number on 0429 970 382 to obtain approval for the costs. If possible, please pay the service organisation and submit the receipt with the *Trip Report* to obtain a refund. If you need to contact Council, call 1300 BCOAST (226 278).

Luggage

Any luggage or sporting equipment carried inside the bus must be securely tied down in transit.

Insurance excess and disclaimer

There is a \$500 excess payable by the Hirer in the event of damage to the vehicle. A \$1,000 excess will payable by the hirer where the driver involved in the accident is under 25 years old: Please note – Councils Community Bus Hire Guidelines state that the driver must be between 25 and 70 years of age.

Community Bus Hire - Trip Report



Please return *Trip Report* and keys to the **Customer Service Centre** where the keys were collected, otherwise you will receive a maximum hire charge. The hiring organisation will be billed at the end of each month and will therefore not be required to pay on return of keys.

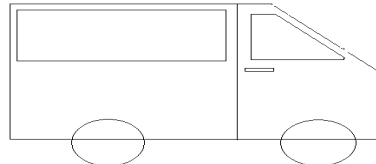
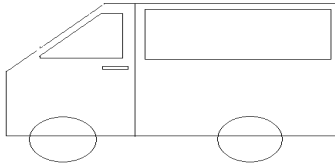
Name of Organisation _____

Drivers Name: (please print) _____ Driver Signature _____

Bus Taken: Date _____ Time _____ am/pm

Bus Returned: Date _____ Time _____ am/pm

Please check all sides of bus before you drive it and mark any existing damage on diagrams below. Any damage will be charged to the hirer who last used the bus. *Unfortunately, if you damage the vehicle there is a \$500 excess on Insurance for damage to this vehicle.*



Odometer Reading – Start _____ Finish _____

Hire Charge	
<input type="checkbox"/> Inverloch Bus	<input type="checkbox"/> Phillip Island Bus
Number of hours in use _____ @ \$ _____ per hour\$ _____	\$ _____
<i>(Minimum hire of 5 hours; maximum charge of 10 hours per day)</i>	
Plus	
Cleaning fee (if required) - \$50	\$ _____
Refuelling bus fee (if required) - \$1.30 per kilometre	\$ _____
Other fee	\$ _____
Sub-total	\$ _____
Less	
Deposit (incl. GST)	\$ _____
Any other items	\$ _____
Amount owing	\$ _____

Any comments/feedback _____
