



## COMMUNITY BUS OVERVIEW

The purpose of the bus is to provide transport for local York Community groups.

The bus has a carrying capacity of 20 passengers without wheelchairs. The bus is housed in a shed situated at the Shire of York Depot, entrance off Wheeler Street, York. The Shire of York will ensure that the bus is serviced and fuelled ready for collection from Wheeler St shed.

The Shire's Insurance Policy provides cover for any organisation who hires the Community Bus, on the condition that the nominated driver has the necessary licence to drive the vehicle. The Driver is to hold minimum Driver's Licence Class LR (Light Rigid) if not receiving reward. "PTD" Passenger Transport Driver authority is necessary if driver is receiving reward.

The cover is extended to all passengers on the bus in addition to any damage to property that may belong to a third party. Where any injuries or damage to private property results from the negligence of the driver and / or passengers, no liability is accepted by Shire or its insurers.

The bus contains a First Aid Kit, located at the front of the bus. It also has an isolating lever which needs to be switched on, for the bus to start. (Please refer to attached information sheet on how to start the bus).

## BOOKING INFORMATION

Bookings are to be made through the Shire Office, 1 Joaquina Street – 9641 0500. The keys and log book are to be collected from the Shire Office, Mon to Fri, 8.30am to 4.30pm.

The Bus Hire Form and Conditions of Hire Agreement, as well as the Driver details are to be completed, signed and returned prior to a booking being accepted, including a copy of the Drivers Licence of the nominated driver of the bus. Frequent drivers may have already given us this information.

The 'Frequent/Volunteer Drivers Form' is for use where a driver wishes for us to keep their details on record for use by other hirers.

NOTE: Hire of the bus does not include a driver. Bus to be collected from Shire of York depot.

The bus log book is to be filled out by the volunteer driver or group organiser and returned to the Shire of York Office along with the keys.

A pre-start check may be required to be conducted by the hirer. Please refer to conditions of hire agreement below.

## FEES AND CHARGES

**BUS BOND** will be required – please refer to the schedule of fees and charges [online](#).

- **COMMUNITY BUS CHARGES** will be based on a per kilometre basis including fuel and a **hire fee** will be charged per booking in addition to mileage. Cancellations must be made 24 hours prior to the event. A cleaning surcharge of at cost + 20% will apply if the bus is returned unclean.
- The bond will be returned electronically after mileage/hire invoice is paid. Bonds can be paid by cash, cheque, EFTPOS or direct bank deposit to Shire of York, BSB 633-000 A/C 118630623. Please reference your electronic payment by 'group/name-bus'.



# BUS HIRE FORM

Must be completed by Hirer

File No: \_\_\_\_\_

Record No: \_\_\_\_\_

## HIRER'S DETAILS

<b>Organisation:</b>			
<b>Contact Name:</b>			
<b>Residential Address:</b>			
<b>Postal Address:</b>			
<b>Phone:</b>		<b>Email Address:</b>	
<b>Preferred Contact Method:</b>	<input type="checkbox"/> Telephone	<input type="checkbox"/> Email	<input type="checkbox"/> Post

## EVENT DETAILS

<b>Event:</b>		<b>Date of Hire:</b>	
<b>From:</b>		<b>To:</b>	
<b>Pickup Time:</b>		<b>Return Time:</b>	
<b>Driver's Name:</b>		<b>MDL:</b>	
<b>Frequent Driver Paperwork held at Shire:</b>		<b>Bond Amount:</b>	

## CONDITIONS OF HIRE AGREEMENT

1. Driver to hold minimum Driver's Licence Class LR (Light Rigid) if not receiving reward. PTD authority is necessary if driver is receiving reward.
2. Proper control of bus and passengers to be maintained, while bus is on hire.
3. Bus to be returned in a clean and tidy condition to the satisfaction of the Shire of York. (This refers to the same clean standard as when the bus was collected). The hirer is responsible for ensuring the bus floor is swept clean/mopped and any rubbish is to be removed from the bus. If any repairs or interior cleaning is required a charge will be imposed on the group responsible for hiring the bus.
4. No smoking on the bus. No food or beverages to be consumed on the bus.
5. Any damage to the bus, either internally or externally is to be reported to the York Shire Council immediately upon return.
6. The logbook must be completed each time the bus is used, with mileage details.
7. The bus will be fully fuelled when collected and does not require re-fuelling when the bus is returned.
8. The Shire of York will conduct a pre-start check prior to every booking, however there are occasions when the bus is booked back-to-back (generally on a weekend) and cannot be checked by a Shire employee. In this instance we request the hirer to complete their own pre-start check, form located in the console of the bus.
9. If the vehicle breaks down, please call the RAC on 1300 558 456. Please note there is also a bus manual located in the console of the bus.
10. The Hirer is to ensure they have read and understood the State Government's declared State of Emergency and related directions as it relates to them (available at [wa.gov.au](http://wa.gov.au)) and the State Government's COVID-19 Safety Guidelines (available at [wa.gov.au](http://wa.gov.au)).  
The Hirer is to ensure they have read and understood any relevant State or National Guidelines specific to their sport or activity.
11. For Shire of York after hours contact, please phone 0418 924 818.

**In an Emergency – Please dial 000**

## HIRER'S DECLARATION

I have read and understood the Conditions of Hire for the Bus. I understand that should the Bus and Storage Shed not be left in a condition satisfactory to the Shire of York, I will forfeit all or part of my bond to cover cleaning or repairs required.

I understand that it is my responsibility to ensure that I remain informed of the current Federal and State Government directives regarding COVID-19.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## NOMINATED DRIVER'S DETAILS

The following section does not need completion if your details (Frequent Driver) are held by the Shire. It is your responsibility to update details if the conditions or status of your Drivers Licence change.

## DRIVER'S DECLARATION

I \_\_\_\_\_ of \_\_\_\_\_ hereby certify that I am the holder of a current Motor Vehicle Driver's Licence No: \_\_\_\_\_ Class \_\_\_\_\_ and agree to the Conditions of Hire listed above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY

<b>Booking Number :</b>	
<b>Bond Paid:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Standing
<b>Bond Receipt Number:</b>	
<b>Hire Fee Paid:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt/Delegation
<b>Hire Fee Receipt Number:</b>	
<b>Copy emailed to appropriate Officer:</b>	<input type="checkbox"/> Depot <input type="checkbox"/> Debtors Officer
<b>Creditor form completed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> Existing Creditor
<b>Application for Fee Waiver:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Hirer notified of current COVID Requirements:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No



# FREQUENT VOLUNTEER DRIVER FORM

File No: \_\_\_\_\_

Record No: \_\_\_\_\_

Would you consider becoming a volunteer or paid driver for other groups?

## DRIVER'S DETAILS

<b>Name:</b>			
<b>Residential Address:</b>			
<b>Postal Address:</b>			
<b>Phone:</b>		<b>Email Address:</b>	
<b>Gender:</b>		<b>Date of Birth:</b>	
<b>Driver's Licence Number:</b>		<b>Class:</b>	
<b>Expiry Date:</b>			
<b>Preferred Contact Method:</b>	<input type="checkbox"/> Telephone	<input type="checkbox"/> Email	<input type="checkbox"/> Post

- Have you ever been convicted of a Driving Offence?  Yes  No
- Do you have Passenger Transport Driver Authority?  Yes  No
- Do you have a Police Clearance?  Yes  No
- Do you have a Working with Children Check?  Yes  No
- Do you have any physical limitation which might limit your ability to perform the task of volunteer Bus Driver?  Yes  No

## VOLUNTEER DRIVER'S DECLARATION

As a Frequent Driver of the Shire of York Community Bus I acknowledge the responsibilities associated with being a Volunteer Driver. I will notify York Shire Council if the status or conditions of my Driver's Licence change. I understand that my details will be kept by the Shire of York and contact numbers may be given to the public.

Please include a copy of both side of your MDL.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## HOW TO START THE BUS

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Before starting the Community Bus, the Isolator Switch must be reactivated.  
Please see below the position of the Isolator Switch.  
When finished please isolate the switch again.

