



SHIRE OF WESTONIA COMMUNITY BUS & COMV GUIDELINES AND CONDITIONS OF USE

These conditions shall form part of the agreement for the hire of the Community Bus:

1. A Hire Agreement Form is to be completed prior to the hire of the bus.
2. The keys are to be picked up from the shire office during normal office hours and is to be returned to the **shire office** after use (unless arranged with Shire Admin prior to pick up).
3. If the bus is to return after office hours, an additional fee of \$25 will apply.
4. If the bus is hired at night, the bus must return before 9:00am the following morning.
5. The Hirer shall be responsible for cost associated with malicious and wilful damage by passengers during this period of time.
6. The Hirer shall be responsible for the payment of \$300.00 excess applicable to any insurance claim arising from the hire of the vehicle
7. The Hirer shall be responsible for any damages/repair cost attributable to negligence on the part of the hirer.
8. The Hirer shall ensure that the vehicle returned at or prior to the designated time unless prior arrangements are made with an authorised person. A penalty of \$20 will be charged for the late return of the bus. Council reserves the right to waive this fee in exceptional circumstances
9. The Hirer shall nominate person/persons as the driver of the bus for the designated hire period and shall not allow any other person to act as the bus driver.
10. The Hire shall be liable for all repairs/replacement costs associated with the vehicle in the event of an insurance claim being rejection due to the action of the bus driver or a member of the hire group
11. The Hirer shall be **responsible** for the following in regard to the bus.
 - A. PRIOR TO USE**
 - Check the water, oil and tyre pressure
 - B. DURING USE**
 - Check the oil, water and tyres at each fuel stop
 - C. AFTER USE**
 - Return the bus with a full tank of diesel fuel and correct amount of oil
 - D. KEYS**
 - Must be returned to the shire office on the returned date of booking unless prior arrangements are made with an authorised person
 - E. CLEANING**
 - On return the bus must be cleaned to the condition in which it was collected or the cost of the cleaning will be charged to the Hirer
 - F. DRIVER**
 - To be supplied by Hirer
 - Drivers of the community bus will hold a current "LR with endorsement" class drivers licence
 - OR**
 - "LR with F endorsement" class for fare paying passengers. Drivers of the COMV will hold a current "C" class licence or above
 - Will not consume alcohol or be under the influence of drugs for the duration of his/her time as driver
 - The name of the driver/drivers to be nominated on the Hire arrangement and the drivers licence to be signed at the time completing the arrangement (a copy will be retained at the shire office).
 - Shall enter the odometer reading into the logbook provided and deliver it to the shire office when returning keys
 - Shall complete the condition report and return along with the keys and odometer reading booklet
 - G. COST**
 - Community bus (21-seater) – Hire cost 80c per kilometre and a minimum charge of \$15.00 inclusive of GST.
 - COMV (9-seater) – Hire cost 80c per kilometre and a minimum charge of \$15.00 inclusive of GST.
 - H. PAYMENT**
 - The Hirer has the option of paying for hire on return of keys at shire office or can be invoiced for payment at the end of the month.
12. Community Bus maximum seating capacity is twenty-one (21) including the driver.
COMV maximum capacity is twelve (10) including the driver
13. In the case of breakdown, the responsibility of the shier is solely for the bus. The transportation of passengers shall be the responsibly od the Hirer

Motor vehicle accident procedures

All Hirers who have an accident while driving the community bus should follow the procedure outline below

- Stop at once.
- As much as possible, ensure that the vehicle is not posing a further traffic hazard.
- Offer comfort to anyone who might be injured.
- Get the names and addresses if all witnesses to the accident.
- Report the accident to the shier office.

If another vehicle is involved, make sure you obtain and keep a record of the following information.

- The owners name, address and telephone number.
- The drivers name, address and telephone number.
- The make, type and registration number of the car.
- Identify yourself to the other driver, together with you name, address and registration number.

If the police attend, make sure you:

- Provide police with all relevant information about yourself and the other driver.
- Obtain and keep a record of the attending officer's name, rank, number, and station.

Try to recall and commit to memory (or white down) the details of the accident while they are fresh in your mind. Do not discuss the accident with anyone apart from the police or the shire

If personal injury or serous property damage is involved

- Phone the shire at once
- Complete an accident report form and give it to the shire as soon as possible after accident

CONTACT INFORMATION:

SHIRE OFFICE 9046 7063

AFTER HOURS CONTACT PERSONS:

CHIEF EXECUTIVE OFFICER 0427 467 063

WORKS SUPERVISER 0427 467 077