

## QUAIRADING COMMUNITY BUS

Organisation			
Contact Person		Contact Phone	
Postal Address			
Email			
Hire Date		Hire Time	
Pick up Bus		Return Date & Time	
Passengers (incl Driver)	Adults	Children	

### **RULES OF HIRING**

1. All bookings to be made at the Shire Office
2. **Council requires a \$150 bond to be paid to the Shire of Quairading prior to the keys being issued for any hiring.**
3. The Bus Keys to be picked up and returned to the Shire Administration Office during Office hours. On returning the keys to the Shire Office, the hirer will provide the Shire Cashier with the Drivers checklist together with payment for the hire.
4. The Bus is to be returned to the allocated shed from where it was picked up, vehicle locked and the door closed.
5. A valid LR or higher driver's license to be produced to Office Staff.
6. The vehicle is licensed to carry a maximum of 24 Adult passengers including the driver. School Children passengers in Year 5 and below may be seated 3 children to each double seat. Total maximum number of children up to and including Year 5 is 32 plus driver. Children of Year 6 and over **must** occupy one adult seat per person.
7. Hirer to clean and tidy the Bus before returning the keys to the Shire Administration Building. **If the Bus is not clean, both internally and externally, the hirer will be requested to do so or Council will charge a cleaning fee, which will be deducted from the \$150 bond.**
8. Damages or breakages are the responsibility of the hirer and all replacement or repair costs will be met by the hirer at that time.
9. In the case of an insurance claim being made in relation to major damage to the Bus the hirer will be liable for a \$300 excess fee or 1% of the repair cost, whichever is the greater.
10. The hirer is to complete the driver's log book located in the Bus.
11. Bus is not to be taken off made / formed roads (not into paddocks).
12. All hirers and Patrons use the Bus at their own risk.
13. Any cost/commissions incurred by going to a debt collection agency to recover overdue accounts will be on-charged to the customer.



**DECLARATION**

I agree to abide with the above rules, to be responsible for and indemnify the Shire of Quairading for any loss or damage which may arise or be caused to or suffered by the Shire of Quairading by negligence, improper use by any person on the bus or by reason of an accident or circumstances by which insurance is declined by Council's Insurer.

SIGNATURE OF CONTACT: \_\_\_\_\_ DATE: \_\_\_\_\_

Remember this Bus has been purchased for the use, convenience and enjoyment of the Community. If you could take loving care while you have it, then all future users will be able to enjoy the high standard currently being set.

The Shire of Quairading retain the right to change, alter or adopt new rules as they wish and to refuse use of the Bus to any group or individual.

**DRIVERS DECLARATION**

For Insurance and legal requirements Council is required to confirm that any person who drives the Community Bus has a current and active Licence. This will be done using the Department of Transport Website link and will only allow Council to see if your Driver's Licence is active. No other information will be available to view / access.

I \_\_\_\_\_ hereby give permission for the Shire of Quairading to confirm that my Driver's Licence is active by using the link on the Department of Transport Website.

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

**BOND**

Bond will be returned into a nominated bank account or by cheque. Please supply bank details:-

Account Name			
BSB		Account Number	

**OFFICE USE ONLY**

RECEIVING OFFICER			
Date Paid		Receipt Number	
Bond Amount	\$	DL Number	
Completed By		<input type="checkbox"/> Hire Agreement Completed	<input type="checkbox"/> Entered in Bond Register

# DRIVER'S CHECK LIST

**NOTE: Please complete the Log Book located in the driver's side door of the bus**

Hirer			
Date Taken		Time	
Date Returned		Time	
Odometer Start		Odometer Finish	
Kilometer Travelled		<input type="checkbox"/> Log Book Completed	<input type="checkbox"/> Bus Cleaned

Please note any defects with the bus:

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Signature of Driver: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY

WORKS DEPARTMENT							
Key Returned	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Full Tank	<input type="checkbox"/> YES	<input type="checkbox"/> NO		
Additional Cleaning	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Officer Signature				
Notes							
ACCOUNTS							
Hire Amount	<b>\$</b>	Bond Returned	<b>\$</b>	Bond Retained	Yes / No		
Creditor Number				GL Code	<b>6222</b>	GST	\$ N
Completed By				Authorised By			
Date Bond Processed		<input type="checkbox"/> Bond Register Updated					