



## **The Northcliffe Community Bus**

*Guidelines of Usage*

*Accident Procedure*

*Application for Hire*

*Fees and Charges*

*Terms and Conditions*

*Checklist*

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# Guidelines for Vehicle Usage

## *Vehicle Information*

The Northcliffe Family and Community Centre bus is a (2002) long wheel base, Ford Transit Van which 4 cyl 2.4 litre **unleaded petrol**. The vehicle is a rear wheel drive and has a manual transmission. The fuel tank is 80 ltrs, and the vehicle uses approximately 10 ltrs per 100 kms (so it's best to budget for at least 10, and more if you're towing a load).

The vehicle weights approximately 1900 kgs, the bus can seat approximately 10 people plus a driver, and has a wheel chair lift.

## *Garaging & key collection*

The bus keys can be collected from the Centre and returned as such to the centre between the hours of 8.00am and 1.00pm, Tuesday to Friday, unless prior arrangements have been made with management. The vehicle will be garaged in the secure locked yard at the Shire depot (Muirillup Street).

## *Log Books*

A logbook will be kept to include all trips made in the bus, including the name of the programme, the name of the driver, the start and end odometer readings of the trip, and odometer reading and amount of fuel supplied whenever fuel is put in. Any accidents or other information of note will also be recorded in this logbook. All vehicle maintenance including services will also be recorded in the log book.

## ***Appropriate Drivers Licenses***

Staff and other approved drivers must have a current “C” class license before driving the motor vehicle. A driver declaration form must be completed and kept up to date before hiring the vehicle. Only approved registered drivers will be able to drive the bus. Drivers must be aged 25+ and under 70. Current licenses must be shown to the Centre coordinator and a copy will be kept on the vehicle file at the Centre. If a driver has his/her license suspended at any time, he/she must inform the Centre Coordinator immediately. Failure to do so will result in legal action. That person will not be approved as a driver of the vehicle. A driver that receives payment or reward for driving passengers, even in the course of their employment will require an F Endorsement.

## ***Use of Vehicle***

### ***Northcliffe Family & Community Centre***

The bus will be available for use by the Northcliffe Family & Community Centre and will only be considered for trips that relate to the purpose and activities of the Centre which fall within the centre’s strategic plan. Standard day hire rates and all other bus use conditions will apply

Not for Profit Hire Rate: \$55 per day including 100km per day + excess kms @ .28c + fuel. A bond of \$200 is required and the bus must always be returned clean, and in good condition.

### ***Other Not-For-Profit Organisations***

The bus will be available for hire by other organisations. Applications will be processed by staff, with final approval from at least one manager. Standard Hire rates, bond and bus conditions apply.

### ***Corporate/Private Hire***

Business/Private Hire Rate: \$110 per day including 100km per day + excess kms @ .28c + fuel. A bond of \$200 is required and the bus must always be returned clean, and in good condition.

## ***Bus Driver***

Hirer must provide an authorised registered driver, we do have a list of possible drivers however DO NOT act as an agent for these drivers as such, hirers must negotiate details with the driver. Please allow 14 days notice to register your driver.

## ***Vehicle Maintenance***

The vehicle will be cleaned weekly

The drivers must ensure that the vehicle has petrol and oil at all times and must be returned with a full tank of petrol.

The drivers must report any vehicle damage, or when repairs are required.

The vehicle will receive servicing every 10 000km.

## ***Emergency Breakdown***

Roadside assistance will be available under the RAC Roadside Assistance. Phone 13 11 11.

## ***Emergency Contacts***

Emergency telephone numbers will be listed in the front of the handbook that is kept in the vehicle, including hospitals, police, the Northcliffe Family & Community Centre and Centre Management.

## ***Fuel***

### **THE BUS TAKES UNLEADED FUEL.**

Each driver should return the vehicle with a full tank after each excursion. Fuel is available from either the general store, or the Post Office. Please note that the general store is open from 7am to 7pm weekdays and Saturdays, and 7am to 6pm on Sundays. The Post Office is open from 8 to 5 weekdays and 8 to midday on Saturday. If the vehicle is not returned with a full tank the cost of fuel, **plus** a refueling charge of \$28 will be taken from the bus bond.

## ***Smoking and Food Policy***

There will be no smoking in the bus nor is food allowed to be eaten. No Smoking signs will be displayed in the bus.

## ***Alcohol and Drug Use***

The vehicle is not to be driven under the influence of any alcohol or other drugs. There will be no consumption of alcohol or other drugs in the vehicle.

## ***Accident Procedures***

The following information will be placed in the vehicle and a copy will be kept at the centre. It is a condition of hire that all accident procedures are carried out, and that ALL accidents (however small) are reported to the Centre Management as soon as possible. It is the driver's responsibility to report incidents to the Centre Manager.

**All drivers who have a vehicle accident should follow the procedures outlined below:**

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

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

- The owner's names address and telephone number.
- The driver's names address and telephone number or other identification.
- The name of the owner's insurance company.
- The make, type and registration number of the car.
- Identify yourself to the other driver, together with your name, address and registration number.
- Try to recall and commit to memory (or write down) the details of the accident while they are still fresh in your mind.
- Do not discuss the accident with anyone other than the police or the Centre.

**If the police attend, make sure you:**

- Provide the police with all relevant information about yourself and the other driver.
- Obtain and keep a record of the attending police officer's name, rank, number and station.
- If personal injury or serious property damage is involved:
- Phone the Manager and the insurance company at once.
- Complete an Accident Report Form and give it to the Manager as soon as possible after the accident.



# Terms & Conditions 2016

## *Terms of Hire*

### 1. Applications / Bookings

- 1.1 All applications must be on the official application form from the Northcliffe Family & Community Centre.
- 1.2 Applicants must be from non-profit, incorporated community groups for standard rate and for personal or business use corporate rates will apply.
- 1.3 The Northcliffe Family & Community Centre has the right to refuse an application.
- 1.4 Bookings should be made in advance to avoid disappointment.
- 1.5 The Northcliffe Family & Community Centre reserves the right to cancel any booking for Northcliffe Family & Community Centre business or due to unforeseen circumstances.

### 2. Restrictions

- 2.1 Vehicle is to be used within 500km radius of the shire unless otherwise authorised by management.
- 2.2 Vehicle is not to be taken off road.
- 2.3 No smoking, food or alcohol in the vehicle.

### 3. Driver Nomination

- 3.1 Drivers must be nominated by the group on the application form.
- 3.2 Drivers must produce a current driver's licence.
- 3.3 The driver/s nominated will be the only person/s permitted to drive the vehicle applied for and must complete the driver declaration form.

#### 4. Vehicle User Responsibilities

- 4.1 The vehicle must be returned in a clean and tidy condition.
- 4.2 The vehicle must be returned with a full tank of petrol.
- 4.3 The vehicle must be returned at the designated time.
- 4.4 Bus users will exercise reasonable care and try to prevent any damage to the vehicle, person or property.
- 4.5 In the event of breakdown or accident the vehicle user must contact the Northcliffe Family & Community Centre immediately. RAC Breakdown can be contacted on **13 11 11**.
- 4.6 If another vehicle is involved the vehicle user must document the vehicle registration number, drivers details, and insurance company details.

#### **Conditions of Hire**

We understand that from time to time your bus requirements may alter. In the event of a cancellation a twenty dollar administration fee will be charged. Extenuating circumstances may be taken into consideration by management.

All bus hirers must pay a bond, refundable upon satisfactory bus inspection. If the bus is not returned clean (as per cleaning checklist) and with a full tank of fuel (above full line), extra charges & surcharges will apply.

The bus booking forms need to be completed and the hirer must advise us of any deficiencies prior to taking the bus out of the storage yard. If this does not occur, these deficiencies will be attributed to side the hirer. Any use of the first aid kit, extinguisher or cleaning items must be reported and paid for.

Paid drivers must hold a current “C” Class (or above) Drivers License with an F Endorsement. All road traffic laws must be obeyed and any infringements paid for. Original licenses must be produced for copying and keeping on record. Drivers must perform their duties in accordance with, and to comply with all the provisions of the Road Traffic Act & the Department of Transport in accordance with the driving of hired vehicle.

## ***Fees & Charges***

### **Booking Fees**

All hires require \$200.00 refundable deposit (insurance excess + cleaning bond).

Core Group (Community or Not-For-Profit Group) Standard Rate

\$55 day with 100km included per day. (Excess of 100km + \$0.28 per km).

Non Core Group (Personal & Business) Corporate Rate

- (\$110.00 day with 100km per day. (Excess of 100km + \$0.28 per km).

Trailer hire is available at a flat rate of \$30 per day

Kilometers are measured from the commencement and return to the bus depot and recorded in the log book.

### **Cleaning**

If cleaning is required, at the discretion of the Centre Manager, a cleaning fee will be charged at (\$50/hr, minimum 1 hr). It is the expectation that the bus will be returned in the same condition it was hired in.

### **Refueling**

If not returned with a full tank, groups will be charged the cost of refueling plus a \$28.00 fee which covers a staff member's time in having to drive it to the fuel station plus the cost of the fuel.

(\$28 + fuel).

All prices are inclusive of GST

### ***Application for Bus Hire***

DRIVER/S NOMINATED: (Licence to be shown at time of key collection)	
Name: _____	
Date of Birth: _____	Age: _____
Telephone: (Home) _____	(Work) _____
Address: _____	
Driver's License No: _____	Expiry date: _____
Additional Information/requests: _____	
Has Driver completed the necessary registration and orientation with the centre    YES/NO	
<b>Name of Group:</b> _____	
<b>Contact Name:</b> _____	
Telephone: (Home) _____	(Work) _____
(Mobile) _____	
Email address: _____	
Residential Address: _____	
Postal Address: _____	
Are you an incorporated group?    Yes            No <i>(Please circle)</i>	
Day and date required: _____	
Times required: _____	
Type of activity the vehicle is required for: _____	

**HIRING DETAILS**

Date Bus Collected \_\_\_\_\_ Collection Odometer \_\_\_\_\_

Date Bus Returned \_\_\_\_\_ No Rental Days \_\_\_\_\_ Full Tank on Collection YES/NO

Damage on Collection \_\_\_\_\_

**1<sup>st</sup> Driver**

Name \_\_\_\_\_ Licence \_\_\_\_\_ Contact No. \_\_\_\_\_

**2<sup>nd</sup> Driver**

Name \_\_\_\_\_ Licence \_\_\_\_\_ Contact No. \_\_\_\_\_

**3<sup>rd</sup> Driver**

Name \_\_\_\_\_ Licence \_\_\_\_\_ Contact No. \_\_\_\_\_

**FEES & CHARGES**

Bond Paid \_\_\_\_\_ Daily Rate \$55 KM Rate \$0 .28

Free km per day 50

As the hirer of the Northcliffe Family & Community Centre, community bus, I agree to comply with the “Conditions of Hire”

NAME: \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

***Driver Declaration***

I ..... (driver) hereby declare that I have read and understand fully the Community Bus Hire Policy and the requirements as set therein.

I expressly declare and agree :

I am a holder of a Licence Class (circle) C, HC, MC, HR, LR or MR

That I will comply with all applicable provisions of the Road Safety Act, Road Safety Traffic Regulations and all Regulations there under and all other applicable laws, Regulations and Local Laws relating to the driving of the said vehicle.

That the vehicle will carry no more than the legal maximum passengers allowed plus the driver

That no other person other than myself shall drive the vehicle

That the community bus is returned in a clean and tidy condition

That no seats or other fittings will be removed from the bus

That I will indemnify the Northcliffe Family Centre Inc. in respect of all claims, demands, actions and suits whatsoever arising out of any breach by me of any said legislation, regulations, local-laws or laws and any of the obligations herein before described and for any expenses and costs incidental there of.

To undertake and comply with Insurance Regulations as they relate to the zero alcohol level

That I am medically fit to perform the duties necessary to drive the bus.

That I have been instructed on the safe operation and am familiar with the Community Bus

That I have not been issued with, or have any pending infringement notices for dangerous/reckless driving, drink driving or other driving offences.

I hereby acknowledge that I have read and understood the terms and conditions and will comply with the Conditions of Use as stated.

Signature of Driver: ..... Date .....

***Bus Checklist***

(Please tick)    Done    Not Done (explanation)

Odometer		
<b>Refuelled</b> (past the “full-line”)		
Cleaning		
Swept		
Mopped		
Rubbish removed		
Windows clean: inside & out		
Outside washed & completely clean		
Rubbish removed from between seats		
Luggage removed		
<b>Stock - Cleaning</b>		
Hose		
Broom		
Bucket		
Sponge		
Dustpan & brush		
Mop		
Torch		
<b>Stock - Extinguisher - Charged</b>		
<b>Stock – First Aid Kit (see attached)</b>		