



The Northcliffe Community Bus

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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 9.00am and 5.00pm, Tuesday to Friday, unless prior arrangements have been made with management. The vehicle will be garaged in the secure locked yard.

Log Books

A logbook will be kept to include all trips made in the bus, including the name of the program, 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 Licences

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 no longer 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
Standard Hire Rate: \$55 per day including 50km per day + excess kms @ .28c + fuel. A bond of \$250 is required and the bus must always be returned clean, and in good condition.

Other 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 rate, bond and bus conditions apply.

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. They will be required to undertake an orientation and driver exam prior to being authorised.

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 logbook that is kept in the vehicle, including hospitals, police, the Northcliffe Family & Community Centre and Program Coordinators mobile numbers.

Role of Transport Officers

The Centre Manager will be responsible for overseeing the repair, maintenance, licensing, insurance and garaging of the vehicle, and may also delegate these appropriately.

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. All drivers will be required to read this and state verbally to the Centre coordinator or her delegate that they understand the information:

All drivers who have a vehicle accident should follow the procedures outlined 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 of all witnesses to the accident.
- 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.

Northcliffe Family & Community Centre

Terms & Conditions

2012

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, allow 14 days for driver registrations.
- 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 license.
- 3.3 The driver nominated will be the only person who has the right 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 \$250.00 refundable deposit (insurance excess + cleaning bond).

- Core Group (Community or Not-For-Profit Group) Standard Rate
\$55 day with 50km included per day. (Excess of 50km + \$0.28 per km).
- Non Core Group (Personal & Business) Corporate Rate
- (\$110.00 day with 50km per day. (Excess of 50km + \$0.40 per km).
- Trailer hire is available at a flat rate of \$20 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 bus 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

Northcliffe Family & Community Centre

Application for Bus Hire

DRIVER NOMINATED: (License 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

Postal Address: _____

Are you an incorporated group? Yes No *(Please circle)*

Day and date required: _____

Times required: _____

Type of activity the vehicle is required for: _____

Hirer Details

Organisation _____

Full Name of Hirer: _____

Address _____ Suburb _____

Phone _____ (wk) _____ (h) _____ (mob) _____

Purpose of Trip _____ Email _____

HIRING DETAILS

Date Bus Collected _____ Collection Odometer _____

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

Damage on Collection _____

1st Driver

Name _____ Licence _____ Contact No. _____

2nd Driver

Name _____ Licence _____ Contact No. _____

3rd 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		
Refuelled (past the "full-line")		
Cleaning		
Swept		
Mopped		
Rubbish removed		
Windows clean: inside & out		
Outside washed & completely clean		
Rubbish removed from between seats		
Luggage removed		
Stock - Cleaning		
Hose		
Broom		
Bucket		
Sponge		
Dustpan & brush		
Mop		
Torch		
Stock - Extinguisher - Charged		
Stock - First Aid Kit (see attached)		