



**Shire of Northam** To deliver responsive, sustainable services in a manner that preserves and enhances our environment and lifestyle whilst respecting our heritage and facilitating economic growth.  
www.northam.wa.gov.au or find us on Facebook:  
www.facebook.com/NorthamRecreationCentre  
bookings@northam.wa.gov.au  
Phone: (08) 9622 5153

## Wundowie Community Bus Hire Agreement

Booking # \_\_\_\_\_

### 1. THE HIRER

Organisation: \_\_\_\_\_

Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Email/Postal Address: \_\_\_\_\_

**Are you an incorporated body?** Yes / No *If yes, please attach Public Liability Certificate of currency*

### 2. CONDITIONS OF HIRE

**2.1** The Community Bus Hire Agreement must be completed prior to use of the bus and payment of mileage receipted when keys are returned

**2.2** The odometer is to be recorded on the form provided at the commencement of use and upon the return of the vehicle. Usage is charged as per schedule of fees and charges.

**2.3** The bus is only to be driven by the registered driver who holds the appropriate licence, a copy of the driver's licence must be provided with the booking form.

**2.4** Keys are to be returned to the Wundowie Library the next morning (if the library is not open, keys may be placed into the library returns chute).

**2.5** All passengers are to remain seated with seatbelts whilst the bus is in motion. The bus holds 21 people plus the driver.

**2.6** No smoking or consumption of alcohol is to take place on the bus.

**2.7** The bus is to be returned to Wundowie Men's Shed cleaned and re-fuelled. All rubbish must be removed and interior swept upon return to shed. Exterior of the bus must also be cleaned to remove bugs, dirt/dust, and mud.

**2.8** Pre and post-use photos must be electronically submitted of all both sides of the bus, front and rear of the bus, interior, fuel gauge, and odometer.

**2.9** Any damage/accident/incident to the bus is to be reported as soon as practicable on the Accident/Incident Report form and handed into the Recreation Centre.

**2.10** Maintenance is only to be carried out by authorised Dealer.

**2.11** If the driver will be driving for hire or reward, the driver will need to ensure a passenger transport driver (PTD) authorisation is obtained and a copy is presented to the bookings officer. A driver is considered to be driving for hire or reward if:

- (a) The passengers or hirers of the vehicle have paid, or are required to pay, an amount to use the service; or
- (b) The driver is paid to drive the vehicle as a primary part of their job, even if the passengers are not paying for the service; or



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(c) The driver is paid directly by the passenger(s) for the service. The Shire of Northam does not pay for any costs associated with a PTD. If the driver holds an F or T extension, they are still required to apply for a PTD before June 2021. Please see <https://www.transport.wa.gov.au/on-demandtransport/what-are-ptd-authorisations.asp#45171> for more information on how to apply.

### **3. HIRE PERIOD**

**Dates:** From: \_\_\_ / \_\_\_ / \_\_\_ To: \_\_\_ / \_\_\_ / \_\_\_ **Time:** \_\_\_\_\_ To: \_\_\_\_\_

**Purpose:** \_\_\_\_\_

### **4. DRIVER INFORMATION**

#### ***Primary Driver***

**Name:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Licence Number:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Copy of licence attached?** Yes / No

#### ***Secondary Driver (if applicable)***

**Name:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Licence Number:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Copy of licence attached?** Yes / No

### **5. FEES AND CHARGES**

**5.1** The Hirer agrees to pay an upfront deposit of \$55.00 before keys are collected, said deposit is the minimum cost to hire the bus and is non-refundable.

**5.2** The Hirer hereby agrees to pay The Shire of Northam at the rate of \$\_\_\_\_.\_\_\_\_ per kilometre travelled.

**5.3** Where the total of kilometres travelled exceeds the minimum hire cost, the deposit will be deducted from the total owing when the bus is returned.

**5.4** Should the bus be returned unclean, a cleaning fee of \$60.00 will be charged to the hirer.

**5.5** Any costs incurred for refuelling of the bus will be charged to the hirer.

**5.6** In the event of loss or damage occurring to the bus or equipment as a result of negligence or the breach of any of the hire conditions, the hirer of the bus may be held liable for the costs of repairs. The hirer shall be responsible for the payment of any excess payable to any insurance claim arising from the hire of the bus.

**5.7** Any traffic and/or parking infringements sustained while the bus is hired to the user group will be attributed to Driver 1 on this form.



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**6.0 POST-USE PHOTOS**

**6.1** Post-use photos are required to be sent through to [bookings@northam.wa.gov.au](mailto:bookings@northam.wa.gov.au). Photos must show the cleaned bus interior, all four sides of the cleaned bus exterior, the start and finish odometer readings and the re-fuelled fuel gauge.

**6.2** Failure to provide photos may result in the hirer being charged additional fees for the cleaning or refuelling of the bus. The hirer may also be liable for damages if found upon inspection without photos to verify the condition of the bus upon return.

**7.0 BREAK-DOWN ASSISTANCE INFORMATION**

If the bus breaks down during use, please contact RAC Roadside assistance on 13 17 03 and quote the bus registration plate number.

**8.0 DECLARATION**

Upon acceptance of the hiring, the hirer undertakes to hold the Shire of Northam and the employees of the Shire of Northam indemnified in respect or any loss or damage to the facility or any part thereof or to any equipment or property at or upon the facility and in respect of all claims which may be made against it or them for damages or otherwise in respect of or resulting from any loss, damage, death or injury caused by or in the course of or arising out of or in connection with the hiring or use of the Community Bus by the hirer.

As the hirer, I agree to send through all required post-use photos and accept responsibility of ensuring the bus is returned in a satisfactory condition.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

S h i r e o f N o r t h a m





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**Wundowie Community Bus Hire Agreement**

**Booking #**

Pre-Use Check	Post-Use Check
<b>Odometer:</b> _____ <input type="checkbox"/> Fuel <input type="checkbox"/> Oil & Coolant <input type="checkbox"/> Window Hammers <input type="checkbox"/> Tyres <input type="checkbox"/> General Condition <input type="checkbox"/> Other: _____ <b>Comments:</b> _____ <b>Checked by:</b> _____ <b>Date:</b> _____ <b>Signature:</b> _____	<b>Odometer:</b> _____ <input type="checkbox"/> Fuel <input type="checkbox"/> Oil & Coolant <input type="checkbox"/> Window Hammers <input type="checkbox"/> Tyres <input type="checkbox"/> General Condition <input type="checkbox"/> Photos submitted <b>Comments:</b> _____ <b>Checked by:</b> _____ <b>Date:</b> _____ <b>Signature:</b> _____

Ensure post-hire photos are sent through to [bookings@northam.wa.gov.au](mailto:bookings@northam.wa.gov.au)

Office use only			
1.Upon Receipt of booking	2.Collecting the keys	3.After Booking & Kilometres	
<input type="checkbox"/> Availability Checked <input type="checkbox"/> Booking entered <input type="checkbox"/> Confirmation Sent	<input type="checkbox"/> Conditions of Use given <input type="checkbox"/> Copy of Licence/s obtained <input type="checkbox"/> Copy of PTD authorisation obtained <input type="checkbox"/> Deposit Received <input type="checkbox"/> Key Collected: ___ / ___	<input type="checkbox"/> Photos Received <input type="checkbox"/> Key Returned <input type="checkbox"/> Fees Paid <input type="checkbox"/> Invoice sent	@ \$_____/km      \$
			Minus Deposit      \$
			<b>Amount Owing:</b> \$

Shire of Northam

