

## COMMUNITY BUS HIRE FORM (Northam)

### CONTACT DETAILS

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

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

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

### BOOKING DETAILS

Dates & Times: From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Pick Up Time: \_\_\_\_\_

To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Drop Off Time: \_\_\_\_\_

Reason for bus use: \_\_\_\_\_

Are you an incorporated body? YES / NO **(If yes, please attach public liability insurance form)**

### DRIVER/S INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

License Number: \_\_\_\_\_ Class: \_\_\_\_\_

Have you provided a copy of your driver's license to the Bookings Officer? YES / NO

Are you driving for hire or reward? YES / NO **(If yes, please attach passenger transport driver (PTD) authorisation)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

License Number: \_\_\_\_\_ Class: \_\_\_\_\_

Have you provided a copy of your driver's license to the Bookings Officer? YES / NO

Are you driving for hire or reward? YES / NO **(If yes, please attach passenger transport driver (PTD) authorisation)**

### PAYMENT

Deposit: \$65.00

*\*Please note the deposit is required upfront before the collection of keys. The deposit is the minimum payment and is non-refundable. Where the total kilometres travelled exceed the minimum cost (\$65), the deposit will be deducted from the total owing upon return of the keys.*

Travel cost: \$1.40 per kilometre

\$0.70c per kilometre (senior groups only)

Payment option (for KM's only):

☐ Cash or Eftpos upon return of keys

☐ Invoice - PO # \_\_\_\_\_ (Please note invoices can only be provided to those with an account)

### DECLARATION

I have read and agreed to the 'conditions of hire' for the Community Bus.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I have read and understood what is 'required from the hirer' outlined on this form.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I am aware that this booking has not been confirmed until I have received a confirmation email from the Northam Recreation Centre's Booking Officer.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### CONDITIONS OF HIRE

- This hire form must be submitted to the Booking Officer at least 5 business days prior to the booking date.
- Keys are to be picked up and returned the following business day to the Northam Recreation Centre within business hours.
- A public liability certificate of currency no less than \$10 million is required from all incorporated bodies or non-incorporated bodies who are not covered under the Shire's casual hirer insurance. Those covered under casual hirer's insurance include any person or group of persons (excluding a sporting body, club, association, corporation, or incorporated body), who hire a council facility for non-commercial or non-profit making purposes, less frequently than twelve (12) times per calendar year.
- The Shire of Northam is not responsible for any loss or damage of personal property.
- Smoking and consumption of alcohol is not permitted on the bus.
- The Community Bus is to be used for the following examples;
 

<p>ELIGIBLE</p> <ul style="list-style-type: none"> <li>- Non-for-profit organisation</li> <li>- Sporting club or group</li> <li>- School excursion</li> </ul>	<p>INELIGIBLE</p> <ul style="list-style-type: none"> <li>- Private commercial function.</li> <li>- Wedding/ birthday celebration.</li> <li>- Any activity for profit.</li> </ul>
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- The bus must not travel more than 250km in total from departure to return of the bus shed. Travel greater than 250km requires additional approval.
- The council reserves the right to withdraw permission for the use of the community bus at any time.
- Fees are set by council and cannot be adjusted. Please make sure your deposit is paid prior to collection of keys.
- The deposit is the minimum payment and is non-refundable. Where the total kilometres travelled exceed the minimum cost, the deposit will be deducted from the total owing upon return of the keys.
- Cancellations must be received in writing to [bookings@northam.wa.gov.au](mailto:bookings@northam.wa.gov.au) no less than 24 hours prior to the scheduled date. Failure to do so will result in a \$30.00 cancellation fee.
- All damage is to be reported with photos provided. The hirer is liable for costs to repair/replace any damages to the bus where identified after your booking.
- The bus is only to be driven by the registered driver/s listed on this form, given they have the appropriate license (LR, MR, HR, HC or MC) to drive a 21-seater vehicle (not including the driver) and have issued a copy of their license to the Bookings Officer.
- All passengers are to remain seated with seatbelts fastened whilst the bus is in motion.
- Failure to return the bus in a clean state will result in a \$67.00 cleaning fee charged to the hirer.
- Any costs incurred for refueling of the bus will be charged to the hirer.
- Any traffic and/ or parking infringements incurred during your hire period will be directed to the first driver listed on this form.
- Maintenance of the bus in the case of breakdown is only to be carried out by authorised Dealers.
- If the driver will be driving for hire or reward, they need to obtain and send a copy of their passenger transport driver (PTD) to the Bookings Officer. A driver is considered to be driving for hire or reward if:
  1. The passengers or hirer have paid or are required to pay to use the driver's service, OR
  2. 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.
- The Shire of Northam is not responsible for paying any costs associated with PTD. Please see <https://www.transport.wa.gov.au/on-demandtransport/what-are-ptd-authorisations.asp#45171> for more information on how to apply.

#### BREAKDOWN ASSISTANCE

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

#### REQUIRED FROM THE HIRER

- The odometer must be recorded below, before the bus is used and after the hirer has finished using the bus.
- The Northam bus is stored in the garage at 67 Byfield Street, Northam. The community bus is to be returned to their sheds after use, fully refuelled and cleaned inside and out (swept, with rubbish, dirt, mud, bugs etc removed).
- The below pre and post checklist must be handed in completed when returning the keys.
- Pre and Post use photos are required to be emailed to [bookings@northam.wa.gov.au](mailto:bookings@northam.wa.gov.au) immediately after your booking showing the following areas of the bus (please tick):
  - ☐ Odometer
  - ☐ Fuel gauge
  - ☐ Left side of the bus (externally)
  - ☐ Right side of the bus (externally)
  - ☐ Rear of the bus (externally)
  - ☐ Front of the bus (externally)
  - ☐ Interior of the bus

#### PRE-USE CHECK

Odometer reading: \_\_\_\_\_

☐ Fuel gauge full      ☐ Window hammers present

☐ Tyres in okay condition    ☐ General condition okay

☐ Photos taken

Was the first aid kit used?      YES / NO

Comments: \_\_\_\_\_

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

#### POST-USE CHECK

Odometer reading: \_\_\_\_\_

☐ Fuel gauge full      ☐ Window hammers present

☐ Tyres in okay condition    ☐ General condition okay

☐ Photos taken

Was the first aid kit used?      YES / NO

Comments: \_\_\_\_\_

Checked by: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_