

COMMUNITY BUS HIRE FORM (Wundowie)

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: \$132.00

Please note the deposit is required upfront before the collection of keys. The deposit includes the cleaning fee (\$67) which **is refundable and the minimum payment (\$65) that **is non-refundable**.*

** Where the total kilometers travelled exceed the minimum cost (\$65), that amount 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.
- Wundowie bus keys can be picked up from the Wundowie Library within opening days and 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;

ELIGIBLE	INELIGIBLE
- Non-for-profit organisation	- Private commercial function.
- Sporting club or group	- Wedding/ birthday celebration.
- School excursion	- Any activity for profit.
- 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 has a minimum payment (\$65) 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 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.
- If the bus is not returned in a clean state, the \$67.00 cleaning fee included in the deposit will not be refunded.
- 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 Wundowie bus is stored at the Wundowie Mens Shed- 1 Boronia Ave. 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 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: _____