

Bus features

Our community bus is fitted with the following features:

- automatic transmission
- diesel fuel
- 11 seater consisting of 10 seats and a wheelchair hoist to accommodate one wheelchair. Harness and seatbelts for securing wheelchairs are provided in the metal box.
- reversing camera screen
- GPS monitoring for safety

Eligibility

To better serve our community, priority is given to applicants that are disadvantaged geographically, physically, socially or economically.

Organisations/groups are eligible to hire the bus if they are:

- non-profit;
- community based
- able to demonstrate that they are providing services which directly and significantly benefit either the whole of the Cardinia Shire community or a specific target group within the Shire area.

The bus is not available to organisations/groups outside Cardinia Shire if that group does not have business within the Shire. The organisation/group wishing to hire the bus must exist within Cardinia Shire or exist as a group partaking in activities within Cardinia Shire.

The community bus must not be used for private, commercial or profit-making purposes and Council reserves the right to reject any booking for any reason.

If you are unsure of your eligibility, please contact Council on **1300 787 624**.

Availability and bookings

To check availability of the bus and to make a booking please apply online through a booking enquiry on the community bus page. If you are having issues call Council on **1300 787 624** or email c.strengthening@cardinia.vic.gov.au

Please consider these requirements before making your booking:

- Do not take the bus earlier than the booking day and time you have made.
- We recommend drivers arrive 15 minutes early to give themselves time to check the condition of the bus
- You must return the bus at the agreed time – failure to comply will result in additional charges

Community Bus – Conditions of Hire

- Include time to clean the bus and fill with diesel on your return
- **Make sure you attach the fuel receipt to the return checklist**
- Bookings can only be taken for up to 6 months in advance

NB. Should a community organisation/group request a day that another group has tentatively booked, the organisation will be required to confirm their booking by making the relevant payment as security.

Driver requirements

All drivers must be registered for their organisation/group and hold a full driver licence. Probationary licences will not be accepted.

Drivers need to provide a copy of their driver licence. In addition, all drivers must:

- Be over the age of 25 years
- have a blood alcohol level of 0.00 percent, and
- not be under the influence of drugs.

Only nominated drivers for an organisation/group will be able to drive the community bus. **If there is a change in driver, organisations/groups are required to notify Council before collecting the bus so that the paperwork can be adjusted.** This is important for insurance reasons.

Legislative requirements

Drivers must submit registration with Transport Safety Victoria and must provide details of their certification or must provide evidence that they have applied for registration. Registrations can be made at [Transport Safety Victoria](http://transport.safety.vic.gov.au) or visit

<http://transport.safety.vic.gov.au/bus-safety/bus-accreditation-registration-in-victoria/bus-operator-registration>

Please note: where requested to provide the registration details of the vehicle - please leave blank

Induction

Nominated drivers must be registered with Council to drive for their group. Registration requires the driver to undertake a short induction at the Council Depot with a Council officer as well as produce their licence, which will be photocopied. Registrations are valid for one (1) year.

Inductions will be provided on an annual basis for all nominated drivers to attend. Additional drivers can be authorised during the year.

Fees

We subsidise the costs to make this service more affordable for community groups.

The rate for hire of the bus is **\$8 per hour (inclusive of GST)**.

There is an additional charge of **60 cents per kilometre** for any journey **over 400 kilometres**.

Community Bus – Conditions of Hire

Casual bookings - full payment of the entire booking must be made to Customer Service no later than 3 days before the booking and include all required paperwork.

Regular bookings – payment of the first hire must be paid no later than 3 days before the booking, all additional charges will be sent via invoice on a monthly basis.

Termination of bookings

We reserve the right to terminate any booking or future bookings due to any breach of conditions of hire and/or misconduct by patrons including non-payment.

Cancellations

We require **at least** two working days' notice or the following will apply:

- Casual bookings – reimbursement of the hire fee will be given less 1 days hire charge.
- Regular bookings – 1 days charge will be invoiced.

Pick up and return

The community bus is located at the Council Depot: Purton Road, Pakenham. (Melways ref: 215K4)



The Post and Pre Trip forms provided at key collection (or in the bus) should be carefully completed at the beginning and end of the hire and returned with a copy of the fuel receipt and the bus keys at the Depot. Failure to complete these forms may preclude the organisation from any further hire.

Smoking and alcohol consumption

Is strictly **not permitted** on the bus at any time.

Community Bus – Conditions of Hire

Overnight parking

You must secure the community bus in off-street parking if your hire period is overnight.

Height limits

Under no circumstances are buses to be driven through an automatic carwash or into a commercial parking station as buses can be damaged.

Destinations

Buses are not to be used for trips to hazardous areas. e.g. snowfields.

City Link and East Link

Organisations/groups are responsible for any toll fees or charges relating to City Link or East Link.

Organisations/groups who forget to obtain a pass will be invoiced the late toll fine and late fee.

Accidents

We are a member of the RACV. In the case of any difficulties, please contact the RACV by phone on **131 111**.

Damage must be reported to Customer Service as soon as possible. Complete the **accident report form** which is attached to this document.

Under no circumstances, however, are any repairs to be authorised or permitted.

Insurance

Before hiring the community bus a copy of the organisation/group Public Liability insurance must be provided to Council.

Organisations/groups are responsible for paying the **insurance excess of \$500** for any damage to the bus.

You must do everything necessary to enable the insurer of the bus to recover compensation from any third party in respect of damage to the bus.

Where damage results from vandalism by the user, irresponsible use, or malicious damage, then it will be the responsibility of the organisation / group using the bus to cover all costs incurred by Council in preparing it for further use.

Cleaning the bus

To keep hiring costs low, all bus users share the responsibility for cleaning the vehicle. After use, it is imperative that the bus is thoroughly cleaned.

Community Bus – Conditions of Hire

This includes:

- removing all rubbish
- sweeping dust/crumbs/mud from floor and seats

Failure to do so will result in additional costs to your group and may jeopardise future bookings.

Please note

Cardinia Shire Council will apply additional charges to any breach of these conditions. Failure to follow these conditions will result in additional costs to your organisation/group and may jeopardise future bookings. Additional costs may include but not limited to:

- Petrol - refuelling charge equal to the value of the petrol plus a **\$25** labour charge
- Cleaning charges of up to **\$50**
- Tolls – unpaid toll charges to the value of the toll plus a **\$15** late fee.

Acceptance

- I have read and understood all the terms and conditions as outlined above.
- I have read and understand fuelling, cleaning, tolls and cancellation procedures and that costs incurred through non-compliance will be recovered according to the charges listed.
- I am authorised to sign on behalf of the organisation/community group.
- I have registered with Bus Safety Victoria

Date: _____

Organisation: _____

Name: _____

Signature: _____

Bus Safety Victoria # _____