

Community Bus Hire Application



Cost

Local registered charities, non-profit
Welfare services and senior citizens groups:

Per Day - during the week: \$36.00
Per Weekend: \$283.00

Other users: including private nursing homes, social
and sport clubs, youth groups, scout and guides.

Per Day - during the week: \$79.00
Per weekend: \$320.00

Office Use Only	Receipt No.	Date	\$
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Applicant/ Hirer Details

Name of Group:	
Type of Organisation:	
Address:	
Contact Person:	
Phone (During Office Hours):	Email:
Dates Required: (Please attach a list if more than one booking date)	Departure Time: (Departure from Council's Depot no later than 8am)
Destination/s:	Return Time: (Return to Council's Depot no later than 4pm)
Approx. Number of Kilometres:	Approximate number of passengers (approx. 20 passengers max):
Purpose:	
Driver's Name:	
Driver's License Number: _____	Class LR (Light Rigid) or greater: _____
Please attach a photocopy of the Driver's License with application	

Please read the **Conditions of Use of Council Community Bus**

Failure to abide by the Conditions of Use could lead to suspension or cancellation of bookings.

Hirers Applying for a Concession *All previous hirers must submit complete and current documentation each year.*

Please circle:

Y	N	I am applying for concession fee on behalf of a not-for-profit group
Y	N	I have attached the Certificate of Incorporation and Constitution for my group
Y	N	I have attached proof that the group is physically located within the Bayside Local Government Area, or that at least 50% of its members reside in the Bayside Local Government Area

Please state how your organisation is providing a service or benefit to the communities of the Bayside Local Government Area:

.....
.....

Privacy Statement

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website

Eastgardens Customer Service Centre

152 Bunnerong Road
Eastgardens NSW 2020, Australia
ABN 80 690 785 443 Branch 004
DX 4108 Maroubra Junction

Rockdale Customer Service Centre

444-446 Princes Highway
Rockdale NSW 2216, Australia
ABN 80 690 785 443 Branch 003
DX 25308 Rockdale

T 1300 581 299

F 02 9562 1777

E council@bayside.nsw.gov.au

W www.bayside.nsw.gov.au

**Postal address: PO Box 21
Rockdale NSW 2216**

14/106651 July 2018 – June 2019



Telephone Interpreter Services - 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

Conditions of Use of Council Community Bus

Acknowledgement: I have read the rules and conditions of use of the Council’s Community Bus and hereby agree to abide by them.

Signed:

Name:

Position in Organisation:

Weekend Users Only

(Please provide name, address, and contact number of where the bus will be garaged over weekend period)

Friday:

Saturday:

Sunday:

1. Eligibility

- a. The Community Bus is available to groups whose members are unable to use conventional public transport or unable to afford a car or taxi. These include:
 - The Aged
 - The Disabled
 - Mothers with young children
 - Children
 - Young people under the age of 18
- b. The Bus is **primarily** for groups operating in Bayside City Council.
- c. When the bus is not needed it is to be made available at short notice to the St George Community Transport.

2. Use of Bus

- a. The Community Bus must only be used for the purpose as stated at the time of approval- the radius of any trip is not to exceed 80km.
- b. The Community Bus must not exceed 200km per bus booking (this includes weekend bookings).
- c. Ensure that the bus is thoroughly cleaned and has a full tank of petrol when it is returned to the Depot.
- d. Observe all traffic parking laws and regulations. The bus is not to be taken off the road or to be driven on unsealed roads.
- e. The driver must only pick up and drop off passengers at the kerbside.

3. User’s Responsibility

Groups using the Community Bus shall:

- a. Provide their own fuel.
- b. Record in the log book provided, details requested.
- c. Ensure that the bus is thoroughly cleaned and has a full tank of petrol when it is returned to the Depot.
- d. Please note it is your responsibility to advise Council if you notice problems requiring repair or maintenance, particularly anything which may impact on the safe use of the bus. This can be done by ringing Council’s Customer Service Centre on 1300 581 299

4. Driver

- a. Groups using the Community Bus are required to provide their own driver.
- b. Any person driving the Community Bus must hold the appropriate licence (LR (Light Rigid) or greater) and must participate in a bus orientation with the Workshop Supervisor.
- c. Organisations using the Community Bus must nominate on the application the name, address and license numbers of any persons eligible to drive the bus.
- d. Except in case of emergency, the Community Bus must not be driven by anyone other than the person (s) nominated on the application form.
- e. **MUST HAVE AN “RMS REGISTERED WORKS DIARY”**. This is a legislative requirements and the keys to the Council’s Community Bus will **NOT** be issued to **any** driver who cannot produce the diary.

5. Bookings

- a. Applications for bookings are to be made by filling out the Bus (Community) Hire Application form.
- b. No community group can book the bus more frequently than one (1) day (or two half days) per fortnight unless it is still available at short notice (e.g. one week).
- c. The bus shall be reserved one day every month for a regular safety check.
- d. Council will endeavour to facilitate widespread access to the Community Bus. Booking allocations for the community bus will reflect community need across a range of groups/organisations.
- e. No food or drink is to be consumed in the Community Bus
- f. No alcohol is to be taken on, or consumed, on the bus.
- g. The Community Bus is not to be driven on sand, or bush tracks.

6. Fees

- a. Fee Structure attached. Unless 14 day notice given, no refund will be given for cancellations.

7. Accidents

All accidents, no matter how minor must be reported to Council. Council reserves the right to recover costs associated with repairing damage to the bus by gross negligence or malicious acts. In the event of an accident, the driver shall follow the procedure outlined in the instruction sheet in the Community Bus.

8. Tolls and Charges

All tolls and charges incurred whilst using the bus are the responsibility of the user group.

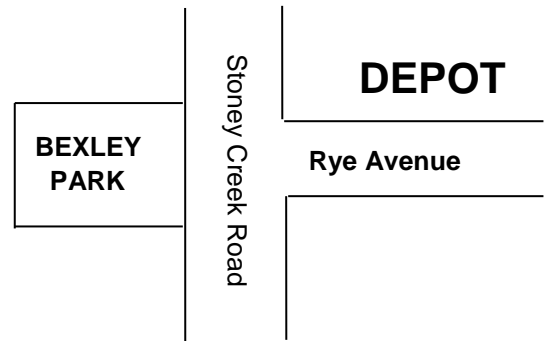
If a user group incurs a toll, a statutory declaration will be raised against the responsible party and a new bill will be raised by the toll provider in that party's name.

Council Community Bus - Information Sheet

DEPOT LOCATION:

The bus is garaged at Council's **Depot** at Rye Avenue Bexley.

NOTE: **Depot** hours are between 7am- 4pm
BUS MUST BE RETURNED BY
4PM WEEKDAYS



GENERAL RULES:

1. The bus is not to be taken off the road or driven on unsealed roads.
2. It should be securely locked when not in use.
3. No alcohol is to be taken onto or consumed in the bus. Smoking is also prohibited.
4. Under no circumstances is a charge or fare to be made for the conveyance of passengers.
5. Bus is only to be driven by the nominated driver or a driver previously approved by Council.

WEEKEND USERS:

Groups wishing to use the bus on the weekend must pick it up no later than 3.30pm on Friday afternoon and return it between 6am and 8am on Monday morning.

ACCIDENTS & DAMAGE:

All accidents, damage and mechanical problems, no matter how minor, must be reported to Council's Plant Superintendent Tony Casagrande 9562 1550 at the trip's completion.

Council reserves the right to recover costs associated with repairing damage to the bus by gross negligence or malicious acts.

PROCEDURE IN CASE OF AN ACCIDENT

1. If another vehicle is involved, report to Police and take details of other vehicle and driver.
2. A full report of the circumstances of the accident must be written down and given to Council's Plant Superintendent.
3. If the vehicle is un-driveable, Council's Plant Superintendent should be contacted. He will arrange for the vehicle to be towed to Council's nominated repair yard.

BREAKDOWNS

The bus is a nominated vehicle with NRMA (Membership card in glove box). Should a breakdown occur, the driver should contact the NRMA. Under no circumstances are any repairs to be authorised or permitted (apart from NRMA servicing). If repairs are required, contact Council's Plant Superintendent.