



**Wollondilly Shire Council**  
 62-64 Menangle Street (PO Box 21)  
 PICTON NSW 2571  
 Phone: 02 4677 1100  
 Fax: 02 4677 2339  
 Email: [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au)

**Community Bus Hire Agreement**

**Privacy Statement**

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998*. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary however if you cannot or do not wish to provide the information, we may not be able to consider this matter. If you need further details please contact the Principal Governance Officer, Wollondilly Shire Council, 62-64 Menangle Street Picton NSW 2571

<b>Name / Organisation (Hirer):</b>			
<b>Contact Person:</b>			
<b>Postal Address:</b>			
<b>Contact Numbers</b>	<b>Home:</b>	<b>Work:</b>	
	<b>Fax:</b>	<b>Mobile:</b>	
<b>Email:</b>			
<b>Total number of passengers including the driver:</b>			
<b>Is wheelchair access required?</b>		<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Day and Time Required</b>	<b>Date From:</b>		<b>Date To:</b>
	<b>Time from:</b>	<b>am/pm</b>	<b>Time To:</b> align="right"> <b>am/pm</b>
<b>Destination:</b>			
<b>Reason for proposed use:</b>			
<b>Driver Information</b>			
<b>Name of nominated driver:</b>			
<b>Address:</b>			
<b>Licence Number:</b>		<b>Class:</b>	<b>Expiry:</b>
<b>Contact Number:</b>	<b>Home:</b>	<b>Mobile:</b>	

The Community Bus can only be collected, driven and returned by the nominated driver identified on the Community Bus Hire Agreement - Page 1.

I have read, understood and agree to the Community Bus Hire Terms and Conditions which form part of this Hire Agreement.

Organisation (Hirer) Name:

Applicant / Representative Name in full:

Signature of Applicant / Representative:

Date:

RETURN COMPLETED FORM TO:

Wollondilly Shire Council

PO Box 21

PICTON NSW 2571

E-mail:

[council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au)

Customer Service:

62-64 Menangle Street

PICTON NSW 2571

**Hire Fees and Charges 2016/2017**

Within Wollondilly Shire

\$27.00 per day

Outside Wollondilly Shire

\$51.00 per day

Maximum Kilometres per trip

300km

Insurance Excess Charge – “ At Fault Accident”

\$500.00

Repairs and Damage – Not covered by insurance

You are responsible for all costs of repairs to damages not covered by insurance

Hirers Signature \_\_\_\_\_

## Community Bus Hire - Terms and Conditions

### General Information:

- The Wollondilly Shire Council Community Bus may be used by Not-for-Profit Community Groups and Service Organisations based in the Wollondilly Local Government Area (LGA).
- The Community Bus is not available to sporting clubs unless it is for the purpose of representing Wollondilly in a regional, state or national competition and where the team involved is a junior team up to and including the under 16 year age group.
- The Community Bus is not available to any person or group for personal or family purposes. It must only be used for the purposes stated on the Hire Agreement.
- Council and/or its representatives shall not be responsible for any loss or damage to any property belonging to either the Hirer or any person or passenger using or travelling in the Community Bus under Council's Hire Agreement.
- Council reserves the right to cancel the hiring at any time for a breach of this Hire Agreement and Information
- The Community Bus will not be hired for trips to the snowfields during the ski season.
- The maximum single period the Community Bus may be hired is three consecutive days.
- The number of passengers must not exceed the permissible number of passengers (22 including the driver) for the size of the Community Bus.
- In the event of a breakdown or accident occurs during business hours of 8.00am to 4.00pm please contact Council's Customer Service Centre on 4677 1100. If outside of business hours please contact Council's after hours number on 4677 1100 (redirected service) and refer to the accident information located in the glove box.
- The Hirer is responsible for arranging the return transport in the event of an accident or bus breakdown. Council will not accept any responsibility for any cost incurred in arranging the return transport in the event of an accident or bus breakdown.
- In the event that the Community Bus is taken off the road for repairs as a result of a breakdown or accident, any Hirers that will be affected during the initial 48 hours will be notified by Council and Council shall choose to either:
  - Issue a full refund
  - Issue a credit to the same value for future use
- All Hirers who have bookings after this 48 hour period will be notified and their deposit and/or hire fee refunded. They will be responsible for making alternate arrangements for transport and meeting any associated costs.

### Cancellations:

- Any cancellation requests must be directed to the Community Projects Officer on 4677 9550 with a minimum of 24hours notice.
- If fees and charges have been paid and a receipt issued, Council shall choose to either:
  - Issue a full refund
  - Issue a credit to the same value for future use

Hirers Signature \_\_\_\_\_

### **Fees and Charges**

- All fees for bookings must be paid 7 days before the booking date.
- Payment can be made by cash, cheque, eftpos or credit card (MasterCard or Visa) at Council's front counter within the Council Administration Building.
- The fees and charges for hire of the Community Bus are in accordance with Council's schedule of fees and charges.
- All fees and charges are adopted annually by Council and are subject to change each financial year.
- For daily hire the Community Bus is to be collected between 7:00am – 8:30am on the day of hire and returned either the same day between 2:00pm – 3:30pm or the next business day between 7:00am – 8:30am (only by prior arrangement and approval).
- For weekend hirer the Community Bus is to be collected between 3:00pm–3:30pm Friday afternoon and returned between 7:00am–8:30am Monday morning.
- If the Community Bus is only required for a Saturday or a Sunday, the hirer is still required to pay a fee for the two day period.

### **Hirer Responsibilities:**

- The Hirer must complete the Community Bus Hire Agreement and agree to the terms and conditions stated within the hire agreement.
- The Hirer is required to contact and make booking arrangements with an inducted driver from Council's approved driver list.
- The Hirer is responsible to make all the necessary arrangements for the collection and return of the Community Bus on the agreed hiring date and times.
- The Community Bus is to be collected from Council's Works Depot – Margaret Street Picton
- The Hirer's responsibility for the Community Bus transfers when the keys are collected. All Hirers must exercise due care and diligence whilst the Community Bus is under their care.
- The Hirer is responsible for compliance with the Motor Traffic Act and for the safety of the driver and passengers. We recommend that you consider all steps to minimise any risks, including planned driver rest times, taking a First Aid Kit that is appropriate to the age group and planned emergency procedures in the event of a breakdown.
- The Hirer is to ensure that the Community Bus is correctly parked in safe and secure places.
- At the end of the hire period the Community Bus must be returned with a full tank of diesel fuel. Please note that you are also required to provide copies of the receipts for your fuel purchases. Council recommend filling the diesel from the Shell Service Station in Picton.
- The Hirer is responsible for the conduct of every person travelling on the Community Bus during the hire period and for the maintenance and preservation of good order generally.
- Children in the Community Bus are to be supervised at all times by a responsible adult.
- All passengers (including preschool aged children) must be seated within the Community Bus with a maximum of one passenger per seat and must wear a correctly adjusted seat belt.
- The Community Bus is not equipped with child restraints. The responsibility for the safe restraint of infants and small children rests solely upon their parents/carers and hirer of the Community Bus.
- No alcohol is to be consumed in the Community Bus.

Hirers Signature \_\_\_\_\_

- Smoking is not permitted in the Community Bus.
- No animals are permitted in the Community Bus with exception granted to assistant animals.
- Hirers and drivers are permitted to take one piece of small hand luggage only which is to be securely stored under each seat
- The Hirer is responsible for the cleaning of the Community Bus, returning the bus on time and ensuring that the bus is in good condition.
- The Hirer is required to clean marks on windows, sweep floors, clean up spillages and remove rubbish.
- An additional cleaning fee will be charged to have the bus commercially cleaned if necessary.
- Window cleaner, cloth and a dust pan are provided in the Community Bus.
- The Hirer is responsible for the cost of any repairs required to the Community Bus not covered by insurance.
- The Hirer is required to complete the log book which is provided with the bus. It is important to ensure that all relevant information has been completed including: the day that you used the bus, the number of passengers and the purpose of the journey and how far you travelled.

**Driver Information:**

- Nominated drivers are required to hold a valid LR, MR or HR class licence to drive the Community Bus.
- Nominated drivers must have completed an induction to the Community Bus by the appropriate Council staff member and be approved to drive the vehicle.
- The drivers licence will be photocopied and will remain on file.
- The Community Bus can only be driven by the nominated driver listed on the Hire Agreement.
- The Community Bus will not be issued to other drivers.
- The driver is responsible for any parking fees and traffic infringements incurred during the hire period.

**Toll Fees**

- Payment of toll fees must be settled promptly by the Hirer. Any outstanding toll fees sent to Council from the toll operator will be charged to the Hirer including any penalties.

**Accidents / Incidents / Damage Insurance Claims ( At Fault Excess)**

The Hirer and / or nominated driver of the Community Bus shall be liable to pay any deductible arising from an “at fault” insurance claim on the Community Bus vehicle, except in the following circumstances;

- Where the nominated driver of the Community Bus was obeying the road rules and taking reasonable care

Hirers Signature \_\_\_\_\_

- Where the Community Bus was damaged whilst parked legally
- Where it is demonstrated that the circumstances that lead to the insurance claim were un-avoidable and not the fault of the nominated driver or the hirer

**For any additional information about hiring the Community Bus please contact  
Council's Community Projects & Events Section 4677 9550**

Hirers Signature \_\_\_\_\_

OFFICE USE ONLY	
<b>Odometer Out:</b>	<b>Odometer In:</b>
<b>Total Kilometres:</b>	<b>Excess Kilometres:</b>
<b>Damage:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Clean:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>List</b> •  •  •  •	<b>List</b> •  •  •  •
<b>Accident Report:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Insurance Report:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date Completed:</b>	<b>Date Completed:</b>
<b>Staff Name:</b>	<b>Staff Signature:</b>

<b>Paid: \$</b>	<b>Receipt No:</b>
<b>Date:</b>	<b>Initial:</b>

**Customer service staff please ensure that receipt is credited to GL 01301.1100.1567**