



*Goomalling
Community
Bus

Management
Plan*

Effective from 1 September 2015

Hiring the Goomalling Community Bus

General Information

Welcome to the Goomalling Community Bus. This 22 seater bus has been provided for the community with the support of the Lotteries Commission, Shire of Goomalling and the Goomalling Lions Club, for your enjoyment. As with all good things, there are however a few rules and guidelines that need to be observed.

Basic Hire Guidelines:

- Initial bookings are to be made at the Shire of Goomalling Offices, Cnr Quinlan and Hoddy Streets, Goomalling. Phone: 9629 1101, Email: goshire@goomalling.wa.gov.au
- An “Application to Hire” form must be completed for confirmation of booking.
- Keys are available at the Shire Office and must be returned to the Office after use. If outside of office hours keys can be deposited in the pigeonhole located on the left hand side of the main office door.
- The bus is to be picked up from the Shire Office car park and returned to the same location after use.
- No booking fee or deposit is required, subject to the CEO’s discretion.
- The bus cannot be booked more than three months in advance.
- Bus cannot be hired for periods greater than five (5) working days without written consent from Council.
- If the bus is hired at night, the bus must be returned before 9:00am the following morning unless otherwise arranged with the Shire.
- If the bus is to be hired on a public holiday or a weekend, the keys must be collected from the Shire Office on the last working day prior to the hire day and returned by 9:00am on the next working day.
- In the event of a booking being cancelled a fee of \$20.00 will apply if Council is not given at least 48 hours’ notice. Council reserves the right to waive this fee in exceptional circumstances.
- Drivers must complete the hirer/driver’s form (see attached, plus copies located in the bus) and return the form to the Shire Office, at the time of returning the keys.
- All remuneration for the hire of the bus is to be paid in full within 7 days (preferable at the time of returning keys).
- Licence papers are located in driver’s door pocket.
- **Please turn the isolation switch ON when starting the bus and OFF when finished with the bus. Located left of driver’s seat.**

Hiring the Goomalling Community Bus

Hire Rules:

1. The bus must return clean and tidy (internally and externally) or a \$50 penalty will be imposed.
2. Any damage or breakages are the responsibility of the user and all replacement or repair costs will be charged to the user.
3. All users are liable to pay the insurance excess should an accident or damage occur.
4. **ALCOHOL** is not to be consumed by the driver and all passengers.
5. For the general comfort of all passengers, smoking is strictly **NOT** permitted on the bus.
6. The bus will be fuelled up at pick up time and is to be returned fully fuelled up. The bus uses **DIESEL** fuel. If the bus is not refuelled on return a \$20 penalty will be charged in addition to the cost of the fuel.

Pricing

- Users will no longer be charged an administration fee.
- A hire cost will be charged at \$1.10 per kilometre travelled and the fuel tank must be filled with DIESEL fuel on return of journey, at own cost.
- If the bus is not fully fuelled on return a \$20 penalty will be imposed plus the cost of the fuel.
- A surcharge of \$100 per day or \$300 per week will apply to all hirers from outside the Goomalling Shire.

Goomalling Community Bus

Application to Hire

I _____

Of _____

apply to hire the Goomalling Community Bus on behalf of:

(Organisation name and address)

For use on _____

(Date/s)

To travel to _____

- 1) I agree to be responsible for and indemnify the Shire of Goomalling against any loss or damage either by negligence, unskilfulness or improper use of the bus by any person, or by reason of any accident thereto whereby damage or loss may be occasioned to the club, any person or goods.
- 2) I have read the Community Bus "General Information Sheet" and agree to comply with the conditions as listed.
- 3) I also agree that our organisation must pay Council \$1.10 (inc. GST) per kilometre travelled, and that the fuel tank must be fully fuelled on return from our journey or a \$20 penalty will be imposed.
- 4) I agree that a surcharge will incur if I am not hiring the bus on behalf of a resident or organisation of the Shire of Goomalling.

SIGNED

DATE

SHIRE OF GOOMALLING
GOOMALLING COMMUNITY BUS
HIRER/DRIVERS FORM

**PLEASE NOTE: BACK DOOR NEEDS TO BE UNLOCKED BEFORE DEPARTURE
AND RE-LOCKED UPON LEAVING THE BUS**

Hiring Organisation/Person: _____

Driver's Name: _____

Driver's Licence No: _____ ("LR" Class minimum)

Date of Hire: ____ / ____ / ____

Odometer Reading:

_____	_____	_____
Departure	Return	Total Distance

Hire Fee Payable:

Total Distance Travelled x \$1.10 (inc. GST) per kilometre ⇒ \$ _____

Condition of Bus Interior (Please tick)

Departure: Clean	()	Return: Clean	()
Dirty	()	Dirty	()

Report any damages and/or breakages: _____

Complaints and recommendations: _____

Fuel (at cost of hirer)

Litres of fuel used to fill tank: _____

Cost of fuel: \$ _____

Driver's Signature: _____ Date: ____ / ____ / ____

OFFICE USE

Account Sent _____

Account Paid _____

Bus Checked _____

Signature _____

Date ____ / ____ / ____