



Goomalling Community Bus

BOOKING INFORMATION & FORMS

14 Seater Bus – GO SHIRE 1

22 Seater – GO 033

COMMUNITY BUS OVERVIEW

Council provides two community buses, a 14 seater and 22 seater for use by community groups from the Shire of Goomalling.

The bus is housed at the Shire administration office 32 Quinlan Street, Goomalling. The Shire of Goomalling ensure that the bus is regularly serviced and fuelled ready for collection.

The Shire's insurance policy provides cover for any organisation who hires the community bus', on the condition that the nominated driver has necessary licence to drive the vehicle. The driver is to hold a minimum LR (light rigid) class licence if not receiving a reward. Passenger Transport Driver "PTD" authority is required if the driver is receiving a reward.

The cover is extended to all passengers on the bus in addition to any damage to property that may belong to a third party. Where any injuries or damage to private property results from the negligence of the driver and/or passengers, no liability is accepted by shire or insurers.

The bus contains a FIRST AID KIT located at the front of each bus.

BOOKING INFORMATION

- Initial bookings are to be made at the Shire of Goomalling Offices, 32 Quinlan Street, Goomalling. Phone: 9629 1101, Email: goshire@goomalling.wa.gov.au
- The bus hire form and condition to hire agreement 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 night box 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.
- **The hand brake must be ON to open and close the sliding door.**

FEES & CHARGES

Fee	Cost
Hire charge GO Shire 1 (14 Seater)	\$0.66 per kilometre
Hire charge GO 033 (22 seater)	\$1.10 per kilometre
Penalty for not returning bus refuelled	\$20 plus cost of fuel
Surcharge for non-local hirer	\$100 per day or \$300 per week
Cancellation fee for less than 48hours notice	\$20
Penalty for returning the bus unclean	\$50



SHIRE OF GOOMALLING

Office Address: 32 Quinlan Street, Goomalling
Postal Address: PO Box 118, Goomalling WA 6460
Telephone: (08) 9629 1101 Email: goshire@goomalling.wa.gov.au

COMMUNITY BUS HIRE FORM

HIRER'S DETAILS

Organisation name			
Contact name			
Residential address			
Postal address			
Phone		Email address	
Preferred method of contact	<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Mail

EVENT DETAILS

Event			
Date of hire (from/to)			
Leaving from		Destination	
Pick up time		Return time	

SELECT BUS: GO SHIRE 1 (14 SEATER) GO 033 – 22 SEATER

CONDITIONS OF HIRE AGREEMENT

1. Driver to hold a minimum driver's licence class LR (light rigid) if not receiving a reward. PTD Authority is required if driver is receiving a reward.
2. Proper control of bus and passengers to be maintained, while the bus is on hire.
3. 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.
4. I have read the Community Bus "General Information Sheet" and agree to comply with the conditions as listed.
5. I also agree that our organisation must pay Council hire fee per kilometre travelled, and that the fuel tank must be fully fuelled on return from our journey or a \$20 penalty will be imposed.
6. 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.
7. The bus must return clean and tidy (internally and externally) or a \$50 penalty will be imposed.

8. Any damage or breakages are the responsibility of the user and all replacement or repair costs will be charged to the user.
9. All users are liable to pay the insurance excess should an accident or damage occur.
10. **ALCOHOL** is not to be consumed by the driver and all passengers.
11. For the general comfort of all passengers, smoking is strictly **NOT** permitted on the bus.
12. 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.
13. If the vehicle breaks down, please call RAC on 1300 558 456
14. For Shire of Goomalling after hours contact – Natalie Bird 0428 881 350
15. **In an Emergency call 000**

HIRER'S DECLARATION

I have read and understood the conditions of hire for the bus. I understand that should the bus not be left in a condition satisfactory to the Shire of Goomalling, I will accept charges to cover cleaning and repairs as required.

Signed: _____ Date: _____

DRIVER DETAILS

Name			
Residential address			
Postal address			
Phone		Email address	
Drivers' licence no.		Date of Birth	
Expiry		Class	
Preferred method of contact	<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Mail

Have you ever been convicted of a driving offence?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have Passenger Transport Driver Authority?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have a Police Clearance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have a Working with Children's Check?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have any physical limitation which might limit your ability to perform the task of volunteer bus driver?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

VOLUNTEER DRIVER'S DECLARATION

As a driver of the Shire of Goomalling Community Bus I acknowledge the responsibilities associated with being a Volunteer Driver.

Please include a copy of both sides of your MDL

Signed: _____ Date: _____

VEHICLE LOG

GOSHIRE 1 (14 SEATER): HANDBRAKE NEEDS TO BE ON BEFORE OPENING THE SIDE DOOR

GO 033 (22 SEATER) : BACK DOOR NEEDS TO BE UNLOCKED BEFORE DEPARTURE AND RE-LOCKED UPON LEAVING THE BUS

ODOMETER READING			
Departure		Return	
Total distance		X hire fee (inc. GST) per KM	\$

FUEL (at cost of hirer)			
Litres of fuel used to fuel tank		Cost of fuel	\$

CONDITION OF BUS INTERIOR (Please tick)

Departure: Clean Dirty Return: Clean Dirty

Report any damages and/or breakages
Complaints and recommendations

Driver's Signature: _____ **Date:** _____

OFFICE USE ONLY	
Hire fee paid	Yes <input type="checkbox"/> No <input type="checkbox"/> Exempt <input type="checkbox"/>
Entered in diary	<input type="checkbox"/>
Fuel charged	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Copy emailed to appropriate officers	Works Manager <input type="checkbox"/> Account Receivable <input type="checkbox"/>
Credit application completed	Yes <input type="checkbox"/> Debtor # _____ N/A <input type="checkbox"/>
Invoice/Receipt number	