



# COMMUNITY BUS- HIRE POLICY

## BUS BOOKINGS

There are three categories of groups requesting to hire the Shire community bus;

- Category 1: Mingenew Primary School and Seniors,
- Category 2: Community and Sports Groups
- Category 3: Business/Commercial and Private Groups.

When booking the bus each category is required to complete the relevant booking form and nominate a driver who has been authorised by the Shire of Mingenew.

A bond is applicable to all bus hire categories; this bond is to be made up of the following:

- a bus hire bond to the value of the vehicles insurance excess; and
- a cleaning bond of \$60.00.

*Note: Council has a list of endorsed drivers, if a hire group wishes to use its own driver, that driver must obtain endorsement from Council prior to the hire event.*

### CATEGORY 1: MINGENEW PRIMARY SCHOOL & SENIORS

Mingenew Primary School and the Mingenew Autumn group are two of the most regular bus users; the fee for this category is to be included in the Schedule of Fees & Charges and reviewed annually but is not to exceed 50% of the Category 3 daily hire rate, with no fee for kilometres travelled.

As regular users, the bond amount is payable once and will be held in a trust account by Council. On each return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded. Any cleaning/repair costs will be deducted from the bond and the hirer will be advised.

The Community Bus must be returned with a full fuel tank; however, with the prior approval of the Chief Executive Officer, this requirement may be waived.

### CATEGORY 2: COMMUNITY and SPORTS GROUPS

For Community and Sports Groups located within the Shire of Mingenew the hire fee is to be included in the Schedule of Fees & Charges and reviewed annually but is not to exceed 50% of the Category 3 daily hire rate for usage within the Midwest Region, or 100% of the Category 3 daily hire rate for usage outside the Midwest Region. The charge for kilometres travelled is not to exceed 50% of the Category 3 cents per kilometre.

As regular users, the bond amount can be payable once and will be held in a trust account by Council or to pay the bond before the bus is collected, on each return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded. When all conditions have been met, the hire form will be signed off and if all is clean and no damage, the bond can be refunded less the kilometres used charge or if the bond is being retained by Council in Trust, then payment of the kilometre used charge must be received in full

*Note: By prior agreement with the Shire, an invoice can be issued for the daily hire fee and kilometres travelled charge.*

The Community Bus must be returned with a full fuel tank; however, with the prior approval of the Chief Executive Officer, this requirement may be waived.

### CATEGORY 3: BUSINESS/COMMERCIAL, PRIVATE GROUPS

*(Hire to users in this category is at the discretion of the Shire's Chief Executive Officer)*

Category 3 covers individuals or any group not covered by Categories 1 or 2; charges for this category, including a per kilometre charge are to be included in the Schedule of Fees & Charges and reviewed annually. The Community Bus must be returned with a full fuel tank.



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There is also a requirement for the hirer to pay the bond before the bus is collected, on return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded. When all hire conditions have been met, the hire form will be signed off and if all is clean and no damage, the bond will be refunded less the kilometres used charge and the cost for fuel, if the bus has not been refuelled prior to return.

### **HIRE CATEGORIES**

- Category 1: Mingenew Primary School and Seniors
- Category 2: Mingenew Community and Sporting Groups
- Category 3: Business/Commercial and Private Groups

### **HIRER'S DETAILS**

Organisation: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Nominated Drivers Name: \_\_\_\_\_ Hire Category: \_\_\_\_\_  
Driver's License Details - Number: \_\_\_\_\_ Class: \_\_\_\_\_ Expiry: \_\_\_\_\_

### **BOOKING DETAILS**

Date of Hire - From: \_\_\_\_\_ To: \_\_\_\_\_  
Key Pickup - Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Key Drop Off - Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Community Bus Conditions of Hire:

1. All Bookings are to be made through the Shire of Mingenew.
2. Drivers must produce a current and valid 'MR' class licence (photocopy will be held by the Shire)
3. Bus to be cleaned inside and out prior to return, failure to do so will result in the loss of all or part of the cleaning bond.
4. Bus to be returned to the Shire Depot by 4pm for daily bookings and 7am the following morning for overnight bookings unless by prior arrangement with the CEO.
5. Charges may apply if fuel tank is not full on return
6. No smoking on board the bus at any time.
7. Food and drinks to be consumed at the discretion of the driver.
8. The driver is responsible for the safety and conduct of all passengers.
9. The Shire of Mingenew is not responsible for any traffic infringements incurred, or insurance claims resulting from the use of the vehicle.
10. The nominated driver is to maintain a zero (0) blood alcohol level at all times while in control of the vehicle.
11. Any damage/defects to be recorded in book on bus and reported to the Shire of Mingenew Administration Officer immediately on return.
12. Costs incurred by Shire of Mingenew as a result of damage to bus are to be paid for by the undersigned.
13. Keys to be picked up from the Shire Office (20 Victoria Street) during office hours, prior to departure.
14. Enclosed footwear to be worn when picking up and dropping off the bus at the Shire Depot and while driving the vehicle.



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## **HIRE CHARGES – (All Charges Indicated with the Exception of the Bond are GST Inclusive)**

Midwest = North Midlands area, the City of Greater Geraldton and Shire of Irwin

<i>Category 1:</i>	<i>Mingenew Primary School and Seniors</i>	
	Daily Hire Fee – Within the Midwest	\$75.00
	Daily Hire Fee – Outside the Midwest	\$140.00
	Per Kilometre Fee – Outside the Midwest	\$0.70
	Bond - Vehicle Hire & Cleaning	\$400.00

Hire Charge either the cents per km or Daily rate whichever the greater

<i>Category 2</i>	<i>Mingenew Community, Sporting Groups and Ratepayers, Mingenew Based Business/Commercial Enterprises</i>	
	Daily Hire Fee – Within the Midwest	\$80.00
	Daily Hire Fee – Outside the Midwest	\$150.00
	Per Kilometre Fee	\$1.50
	Bond - Vehicle Hire & Cleaning	\$400.00

Hire Charge either the cents per km or Daily rate whichever the greater

<i>Category 3:</i>	<i>Business/Commercial Enterprises &amp; Private Groups</i>	
	Daily Hire Fee	\$200.00
	Per Kilometre Fee	\$2.00
	Bond - Vehicle Hire & Cleaning	\$400.00

**I/We hereby request the waiver of the requirement to return the Community Bus with a full fuel**

tank      Y / N

Reason for Request:-

Request approved by Chief Executive Officer?

Y / N

\_\_\_\_\_  
Signature



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## DECLARATION BY HIRER

I/We agree to abide by the conditions of hire as stated above.

I/We also agree to be responsible for and indemnify the Shire of Mingenew for any loss or damage that is caused to the bus either by negligence, unskilful or improper use by any person.

I/We further agree to observe all provisions of the Road Traffic Act, its Regulations and conditions of hire applicable. It should be noted that to drive the Bus, it is necessary to hold a "MR" class driver's license and if the driver is to receive any reward to drive the bus on behalf of the hirer then they must hold a current "F" endorsement.

I/We hereby agree to pay all hire charges and/or additional costs associated with the hire of the Shire of Mingenew Community Bus. I acknowledge that any additional charges incurred may be deducted from my bond and Councils decision on the condition of the vehicle is final.

Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## **OFFICE USE ONLY**

	<u><b>IN</b></u>	<u><b>OUT</b></u>
<b><i>Bus Condition</i></b>		
Odometer Reading:	_____	_____
Bus in a Clean State:	_____	_____
Fuel Tank Full:	_____	_____
Additional Damage:	_____	_____
<b><i>Bus Equipment</i></b>		
Tool Kit:	_____	_____
First Aid Kit:	_____	_____
Spare Tyre Condition:	_____	_____
Fire Extinguisher:	_____	_____

## **Additional Charges – (To be deducted from the bond or paid when keys are returned)**

Kilometres Travelled: \_\_\_\_\_ km x \_\_\_\_\_ cents/km = \$ \_\_\_\_\_

Fuel Reimbursement: \_\_\_\_\_ litres @ \_\_\_\_\_ cents/km = \$ \_\_\_\_\_

Total Owing: \$ \_\_\_\_\_

Community Bus Hire Approved by  
Chief Executive Officer?

Y / N

\_\_\_\_\_  
Signature



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