



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 vehicle's insurance excess; and
- a cleaning bond of \$105.00.

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

The Shire recognises that the Mingenew Primary School and the Mingenew Autumn group are two of the most common users of the Community Bus, and the social benefits that arise from the activities that the bus can facilitate. As such, the Shire waives any fees and charges associated with the community bus for these two groups.

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.

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. 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. The bond may be retained by Council in Trust.

Note: By prior agreement with the Shire, an invoice can be issued for the daily hire fee.

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 are to be included in the Schedule of Fees & Charges and reviewed annually. The Community Bus must be returned with a full fuel tank.



COMMUNITY BUS- HIRE POLICY

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. 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 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). If the driver is seeking a reward to drive the bus on behalf of the hirer then the driver must hold/obtain an "F" endorsement.
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. They must also not be under the influence of drugs for the duration of time as driver.
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.



COMMUNITY BUS- HIRE POLICY

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

Category 1:	Mingenew Primary School and Seniors	
	Daily Hire Fee	\$0.00
	Bus Bond	
	Equivalent to insurance excess, subject to change in accordance with annual premium	\$300.00
	Bond - Cleaning	\$105.00
Category 2	Mingenew Community, Sporting Groups and Ratepayers, Mingenew Based Business/Commercial Enterprises	
	Daily Hire Fee	\$100.00
	Bus Bond	
	Equivalent to insurance excess, subject to change in accordance with annual premium	\$300.00
	Bond - Cleaning	\$10500
Category 3:	Business/Commercial Enterprises & Private Groups	
	Daily Hire Fee	\$400.00
	Bus Bond	\$300.00
	Equivalent to insurance excess, subject to change in accordance with annual premium	
	Bond - Cleaning	\$105.00

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



COMMUNITY BUS- HIRE POLICY

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 Council's decision on the condition of the vehicle is final.

Name: _____ Sign: _____ Date: _____

OFFICE USE ONLY

	<u>IN</u>	<u>OUT</u>
<i>Bus Condition</i>		
Odometer Reading:	_____	_____
Bus in a Clean State:	_____	_____
Fuel Tank Full:	_____	_____
Additional Damage:	_____	_____
<i>Bus Equipment</i>		
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



COMMUNITY BUS- HIRE POLICY

OFFICE USE ONLY

Application Approved: YES NO

Name: _____ Position: _____ Date: _____

Application Entered in Booking Calendar: YES NO

Bond Paid: Date: _____ Receipt Number: _____ EFTPOS CASH

Keys Returned: YES NO

Bond Refunded: Bond Paid: Date: _____ Receipt Number: _____

Invoice Sent: Date: _____

Payment Received: Date: _____ Receipt Number: _____

Comments: _____

