



## COUNCIL POLICY Community

1.4.3

<b>Title:</b>	<b>1.4.3 COMMUNITY BUS HIRE</b>
<b>Adopted:</b>	21 December 2016
<b>Reviewed:</b>	18 August 2021
<b>Associated Legislation:</b>	Local Government Act 1995
<b>Associated Documents:</b>	Community Assistance Scheme 2019/20 Supporting the Community Procedures Delegation Register- CD02 Debts, Waiver, Concessions, Write Off and Recovery
<b>Review Responsibility:</b>	Community Development Officer
<b>Delegation:</b>	Chief Executive Officer

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Previous Policy Number/s 3004

### **Objective:**

To set out the Terms and Conditions of the hire and usage of the Shire of Mingenew Community Bus.

### **Policy Statement:**

The Shire of Mingenew Community Bus Hire Policy applies to all users and managers of the Shire of Mingenew Community Bus.

User groups will be divided into three categories and defined as follows:

#### *User Categories*

##### *Category 1 – Mingenew Primary School & Seniors*

The Shire recognises that the Mingenew Primary School and Autumn Centre are the two 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.

##### *Category 2 – Mingenew Community, Sporting Groups and Mingenew Ratepayers*

This category applies to local organisations, sporting groups and businesses, where the organisation's registered address is within the Shire of Mingenew. It also includes Shire of Mingenew ratepayers. This category will be charged a daily rate hire fee as per the annual Fees and Charges set by Council. Hire fees shall be at a discounted rate to category 3.

##### *Category 3 – Non-local Businesses / Commercial Entities / Private Groups / Other*

This category captures all users not covered by Category 1 or 2. Fees will be charged as per the annual Fees and Charges set by Council.



### **Terms and Conditions of Hire**

**Driver's Licence** – a minimum 'MR' class licence is required to drive the Shire of Mingenew Community Bus. 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

**Nominated Driver** – a copy of the nominated driver's current Drivers Licence (valid) must be provided prior to an application for hire being considered. Only nominated drivers are authorised to operate the Bus. A nominated driver may be added to an application prior to use, providing a valid driver's licence has been provided and sighted by the authorising officer at the Shire of Mingenew. A copy of the driver's licence will be held by the Shire for insurance purposes and validating users as per this policy.

**Insurance** – Shire insurance only covers community and not-for-profit groups. All businesses must hold the appropriate liability cover and provide a Certificate of Currency upon application. The hire of the Bus is conditional on such.

**Fuel** – the Community Bus must be returned with a full tank of fuel unless waived by prior approval of the Chief Executive Officer. If the bus requires re-fuelling, the shire will transport the vehicle to a fuel outlet to refill the vehicle. Any fuel costs will be deducted from the vehicle bond.

**Bond** – regular users of the Community Bus may elect to have their bond held by the Shire in a trust account and returned after an agreed time. For example, a sporting group may request that the bond be held until the cessation of the current season.

**Accidents/Damage** – should the Bus be involved in a motor vehicle accident/incident, the CEO is to be contacted as soon as practical. Details of any incident must be recorded in the book provided on the Bus and reported to the Shire Office immediately on return. In an emergency please call '000'

**Indemnity** – the Hirer indemnifies the Shire for any loss or damage that is caused to the bus either by negligence, unskilful or improper use by any person.

**First Aid** – a First Aid Kit is provided on the Bus. Please report the use of any contents to the Shire upon return of the Bus to ensure that it can be replenished for the next user.

**Cleaning** – The bus is to be cleaned inside and out before returning it to the Shire Depot (or nominated drop off point). It is expected that the bus be returned in the same clean condition as when it was picked up. Any cleaning costs will be deducted from the vehicle bond.

**Footwear** – enclosed footwear is to be worn when picking up and dropping off the Community Bus at the Shire Depot and at all times while driving the vehicle.

**Alcohol and Drugs** - 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.

**Travel on unsealed roads** - Any requirement to use of the bus off sealed roads must be approved by the CEO before hire.