



COMMUNITY BUS HIRE

HIRE CATEGORIES & CHARGES [EXCLUSIVE OF BOND]

Category 1 – Mingenew Primary School & Seniors \$0.00 per day
 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 \$105.00 per day
 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 \$420.00 per day
 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.

HIRER DETAILS

Name (Individual or Organisation):			
Contact Number:		Hire Category:	
Date of Hire- From		To:	
Nominated Drivers Name:			
Nominated Drivers Licence Number:		Licence Class:	
Licence Expiry:			
Estimated Key Pickup Date:		Time:	
Est Key Drop-Off Date:		Time:	

WAIVER REQUEST

I/We hereby request the waiver of the requirement to return the community bus with a full fuel tank. **Y / N**

Reason for request:



COMMUNITY BUS HIRE

TERMS & CONDITIONS OF HIRE

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) Bond – A bond of \$300.00 is payable for all category of users on pick up of keys. 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.
- 6) 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'
- 7) 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.
- 8) 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.
- 9) 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.
- 10) 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.
- 11) 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.



COMMUNITY BUS HIRE

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

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 licence 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/We acknowledge that the Shire will conduct a vehicle condition inspection prior to hire and leave a customer copy of the report within the bus. Should the bus depart the depot from time of hire, the hirer has accepted and assumed, and shall become and be fully liable and responsible for the condition of the bus.

I/We acknowledge that any additional charges incurred may be deducted from the bond provided and Council's decision on the condition of the vehicle is final.

I/We acknowledge that the bond reimbursement process may take up to 3 weeks from the date of bus key drop off.

<i>Name:</i>			
<i>Signature of the Hirer: (Individual or Authorised Representative of the Hiring Organisation):</i>		<i>Date:</i>	

OFFICE USE ONLY

Waiver request approved: **Y / N** CEO Signature: _____

Date: _____

CEO Authority

CEO Delegation: CD02 Debts, Waivers, Concessions, Write Offs and Recovery (delegated from Council 06/2022)

A concession may only be granted where:

- In accordance with the Supporting the Community Policy a local club and/or not for profit organisation submit in writing, an application to conduct activities that support the Shire's Community Strategic Plan; and
- Does not exceed the value of \$1,000 per application and is subject to the confinements of the budgetary allocation as set by Council.

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