



## POLICY – 12.7 – Bus Hire

### Relevant Delegation

N/A

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### Policy Statement

This Policy applied to the Hire of the Shire of Menzies bus (capable of seating 11 passengers):

- All booking to be made at the SHIRE OF MENZIES administration office.
- A standard booking is no longer than 3 days to ensure the bus is accessible to everyone. A longer term maybe negotiated on request.
- The key to be picked up from the administration office of Shire; the hirer need to provide an appropriately licenced driver 25 years or older.
- Bus return times are to be negotiated with the Shire.
- A bond will be charged and must be paid at the time of booking the bus to ensure confirmation of that booking. (See fees & Charges for the current bond fee).
- The bond may be retained in the event that:
  - a cancellation notice is not received should you decide against using the bus with no refund if the cancellation is less than 3 days before the intended date.
  - the cleanliness of the bus is not satisfactory
  - the hirer fails to pay the hire costs of the bus.
- The hirer is to ensure the inside of the bus is clean and tidy before returning the keys. If not clean, they will be required to clean the bus or a cleaning fee of \$35.00 per hour will apply.
- If the hirer picks up the bus in an unsatisfactory condition, the hirer must notify the Shire immediately.
- Damage or breakages which result from misuse by the hirer are the responsibility of the hirer and all replacement or repair costs will be charged to the hirer, repairs arising from normal usage are the responsibility of Council.
- The hirer is Responsible for the safety of all passengers at all times. The driver and passengers must be restrained in suitable seat belts at all times.
- Children who are of the age requiring a safety capsule or seat must be appropriately restrained.
- The hirer should check the oil, water and tyres before and after use.
- Children should be supervised by parents / guardians at all times.
- Smoking, consumption of food and drinking of alcohol or soft drinks is not permitted in the bus at any time.

- In case of breakdowns of the bus, the hirer is to make every endeavour to return the bus to the Shire. The alternative transport of passengers becomes the sole responsibility of the hirer.
- When picked up, the bus will have full tank of diesel fuel.
- In the case of motor vehicle accident where the hirer is proven to be negligent, the hirer is liable for the insurance excess currently \$500.00 arising out of an insurance claim.
- In other circumstances where the driver is not at fault the Shire will pay the excess.
- The Shire retains the right: to change, alter or adopt new rules as they wish and to refuse use of the bus if they wish.



## Contact Us

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Menzies WA

Phone: (08) 9024 2041

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# SHIRE OF MENZIES BUS HIRE APPLICATION FORM

## HIRER CONTACT DETAILS

Name/Organisation: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Mobile: \_\_\_\_\_

## HIRE DETAILS

Dates of Hire: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

Estimated Distance: \_\_\_\_\_ Estimated Passenger No.: \_\_\_\_\_

## DRIVER (MINIMUM LICENCE REQUIREMENT IS C CLASS 25 YEARS AND OLDER)

Name: \_\_\_\_\_ Alternative Driver: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Licence No: \_\_\_\_\_ Licence No: \_\_\_\_\_

## CHARGES:

- Apply for non-community purposes or if it is hired by non-residents of the SHIRE.
- The charge for the bus is \$100.00 for the first 100km and \$0.90c per km after that,
- A bond of \$200.00 is to be paid immediately to confirm booking dates or else the booking date maybe re-booked.
- An account will be sent to you at the completion of your trip.

SIGNATURE OF HIRER: \_\_\_\_\_

DATE: \_\_\_\_\_

### OFFICE USE ONLY

- Signed Hire Application Form
- Copy of Agreement to Hirer
- Photocopy of Driver's Licence
- Booking in Calendar
- Officer Name \_\_\_\_\_
- Date \_\_\_\_\_
- Key Issued - Date \_\_\_\_\_
- Returned
- Comments \_\_\_\_\_

# SHIRE OF MENZIES BUS HIRE POLICY & AGREEMENT



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- The Shire retains the right: to change, alter or adopt new rules as they wish and to refuse use of the bus if they wish.

**OTHER INFORMATION:**

- **The bus has comfortable seats for 12 including the driver.**
- **A copy of this form is to be retained by the hirer for their information.**

**1. DECLARATION:**

I agree to be responsible for and indemnify the SHIRE for any loss or damage that is caused to the bus either by negligence, poor driving skills or improper use by any person. I also agree to observe all provisions to the Road Traffic Act and Regulations.

**I hereby agree to pay all hire charges and additional costs associated with the hire of the SHIRE OF MENZIES BUS.**

**I acknowledge that a deposit or part/full payment may be required prior to hire and if the bus is not clean, I am liable for cleaning cost of \$35.00 per hour.**

**SIGNATURE OF HIRER: \_\_\_\_\_ DATE:**

\_\_\_\_\_

– End of Policy

**COMMENT**

|                  |                 |                            |
|------------------|-----------------|----------------------------|
| Formerly         |                 | New Policy 31 October 2019 |
| Last Reviewed    | 31 October 2019 |                            |
| Next Review Date | February 2021   |                            |
| Amended          |                 |                            |
| Adopted          | 31 October 2019 |                            |
| Version          |                 |                            |