

Community Bus	Document No:	SCS-020
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Responsible Officer:	Manager Facilities and Open Space Operations	
Authorising Officer:	Chief Executive Officer	

1. Purpose

This policy sets out the principles to guide the management and use of Council's community buses.

2. Scope

Surf Coast Shire is committed to promoting community wellbeing by strengthening community connectedness and resilience.

3. Application

This policy applies to Council community buses, Council employees, contracted service providers, volunteers and registered community bus users.

4. Definitions

Bus: A motor vehicle with seating positions for 10 or more adults (including the driver) and complies with the requirements specified in the Australian Design Rules for a passenger omnibus.

5. Policy

The provision of a fleet of community buses, available for hire, enables a local response to transport needs, resulting from geographical, physical, social or economic disadvantage. Community buses provide affordable transport for eligible community groups.

Council's community buses are procured and managed in accordance with the following policy principles:

- 5.1 Council shall manage the buses and set fees and charges at a level that balance affordability for the community with partial recovery of running costs.
- 5.2 Council may delegate the bookings and daily management of the buses to an authorised person /s, or organisations/s.
- 5.3 Council retains the responsibility:
 - 5.3.1 To ensure the management of the buses complies with this Policy and is in accordance with the Work Instruction "Access & Use of Community Buses".
 - 5.3.2 For administration and decision making associated with the annual registration of community groups eligible to use the bus.
 - 5.3.3 To ensure that community buses are managed and operated in accordance with the Bus Safety Act 2009.
- 5.4 Eligibility to use a bus is determined in accordance with "Access & Use of Community Buses" work instruction. Buses are available for use by non-profit, volunteer run, and community groups to transport members / participants to social, recreational, welfare or educational based activities, excluding those that involve the consumption or transportation of alcohol or drugs on the bus.
- 5.5 Buses are available for use by Council staff / volunteers for approved Council programs and events. Terms and conditions of use apply to all staff / volunteers and their passengers. Usage costs related to Council use of the buses is to be charged to the relevant program.
- 5.6 Use of buses will be dependent upon the registered user agreeing and complying with the terms and conditions of bus use, as detailed in the "Community Bus Use, Access and Annual Registration Form" and completion of the "Community Bus Booking Form".

6. Records

Records shall be retained for at least the period shown below.

Record	Retention/Disposal Responsibility	Retention Period	Location
Community Bus Policy	07/01-13.1.1 General Manager Culture and Community	Permanent	Retain as State Archives

7. Attachments

Not applicable

8. References

- Work Instruction - Access and Use of Community Buses (D19/31913)
- Community Bus Booking Form 2018-19 (D18/169300)
- Community Bus Use, Access and Annual Registration Form 2018-19 (D18/169301)