

# Community Bus Booking Form



Booking details					
<b>Community Bus</b>	<input type="checkbox"/> Torquay Bank <input type="checkbox"/> Lorne <input type="checkbox"/> Anglesea <input type="checkbox"/> Winchelsea <input type="checkbox"/> Bendigo				
<b>Booking start date</b>		<b>Booking end date</b>			
<b>Registered group</b>					
<b>Booked By</b>		<b>Booking Contact Number</b>			
<b>Registered driver's name</b>		<b>Driver's Contact Number</b>			
<b>Type of Licence</b>		Licence No		DOB	

Driver's Declaration			
<p><b>I declare that;</b></p> <ul style="list-style-type: none"> <li>I am the holder of a current Driving License;</li> <li>I have not been refused motor vehicle insurance;</li> <li>I have read and agreed to accept conditions in this Surf Coast Shire Community Bus Access and Use Agreement</li> <li>I have completed this registration form truthfully and not withheld any information likely to affect the safe operation of the Community Bus.</li> </ul>			
<b>Name</b>		<b>Date</b>	
<b>Signature</b>			
<b>Sighted by</b>			

Driver's Checklist – BEFORE taking the bus	
<b>BEFORE</b> taking the vehicle out, drivers should complete the following checklist:	
1. Is the exterior of the bus clean and undamaged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the interior of the bus clean and undamaged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Locate the Fire Extinguisher. Tick to signify you have located it.	<input type="checkbox"/> Yes
4. What is the kilometre reading on Speedometer?	_____ kms
5. Is the petrol tank full (check gauge)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Check the headlights are working correctly.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Check the indicators are working	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Check the mirrors. Please tick to signify you have checked all the mirrors.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Open the side door and access step <b>prior to any</b> passenger/s embarking or disembarking the bus.	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Community Bus Booking Form



Driver's Checklist – ON RETURN *Failure to complete this form will incur an additional \$50 fee	
<b>ON RETURNING</b> the keys and vehicle, please complete the following	
1. Time of return	_____ am/pm
2. Have you filled the petrol tank? Failure to return bus with full tank of petrol will incur \$50 fee (in addition to fuel cost)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you left the bus (exterior and interior) in a clean and tidy condition and removed all personal items? (Broom is located under the rear seat)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Did the vehicle appear mechanically sound	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Ensure that all interior lights are switched off	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Ensure that all doors are closed properly and locked	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please detail any faults and damage to the vehicle</b>	
What is the kilometre reading on the speedometer	_____ kms
Total number of kilometres travelled during hire	_____ kms
<b>FEE PAYABLE 12 Seater</b> at \$0.90 per kilometre (including GST) <b>22 Seater</b> at <400km \$141   >400km \$281 Youth Groups: \$56.50	\$ _____
<b>TOTAL amount to pay</b> (*Cleaning surcharge – add \$5.00) *Only applicable to hire of 12 seat buses	\$ _____

Final Declaration UPON RETURN OF THE KEYS	
Driver signature upon return	
Booking agent signature	
Account Code (Office use)	

## Important Information – Community Bus Breakdown and Accident Procedure

In the event of a mechanical **BREAKDOWN**

**CALL RACV Roadside assist = 13 11 11**

In the event of an **ACCIDENT** the driver shall

1. Stop the vehicle in a safe place and give any assistance that you are able to give
2. Call ambulance, police and tow truck as necessary. **PHONE 000**
3. If police are called, follow their instructions
4. Advise the Surf Coast Shire as soon as possible – emergency contact numbers are in the glove box of each bus, and below
5. Obtain the registration number of the other vehicle/s name/s and addresses of the other driver/s and any witnesses to the accident
6. Do not admit liability for the accident or damage
7. If the Bus is not driveable, assist the passengers to make other travel arrangements as appropriate
8. If the authorities advise the bus is OK to drive and have given you authorisation to leave, return the Bus to its normal place of storage.
9. Fill in an insurance claim form and an accident, incident and hazard report (this will be sent to you by the Council light fleet officer)

**Surf Coast Shire emergency contact details**

**During business hours = Customer service – 5261 0600**

**After hours emergencies only = 5261 0600 & follow the prompts**

*Privacy Statement: The Surf Coast Shire considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Privacy and Data Protection Act, 2014. The information will not be disclosed to any other party unless Council is required to by law.*