

# Community Bus Use, Access and Annual Registration form



| Group details        |  |                   |  |
|----------------------|--|-------------------|--|
| Name of your group   |  | Incorporation No. |  |
| Address              |  |                   |  |
| Postal address       |  |                   |  |
| Suburb               |  | Post Code         |  |
| Type of Registration | <input type="checkbox"/> New registration <input type="checkbox"/> Previously registered |                   |  |

| Contact person details  |  |          |  |
|---|--|----------|--|
| Please provide the contact details of the authorised contact person for your committee. |  |          |  |
| Name  |  | Position |  |
| Phone   |  | Mobile   |  |
| Email   |  |          |  |

| Community Bus Annual Access & Use Agreement – PLEASE READ CAREFULLY   |
|---|
| <p><b>Eligibility &amp; criteria for use</b></p> <p>Council community buses are available for use by non - profit, volunteer run community groups based in Surf Coast Shire. They are available for the purpose of transporting members / participants to group endorsed social, recreational, welfare or educational based activities.</p> <ul style="list-style-type: none"> <li>• Service groups</li> <li>• Religious groups</li> <li>• Sporting groups</li> <li>• Special interest groups</li> <li>• Volunteer support groups, or</li> <li>• A Council approved Program. When a Council approved program requires the bus, all requirements must be completed in the same manner as any other community group user.</li> </ul> <p>Consideration will be given to individuals seeking to provide small group transport, when there is a demonstrated inability to access alternative, suitable and affordable transport and is pending availability.</p> <p><b>Buses cannot be used for</b></p> <ul style="list-style-type: none"> <li>• Commercial business</li> <li>• Celebrations / private functions</li> <li>• Events / activities that involve consumption of drugs and alcohol on the bus or transportation of drugs and alcohol</li> <li>• Transportation of equipment</li> </ul> <p><b>Registration as an approved bus user</b></p> <p>Council will manage an annual registration process. The collection and storage of documentation will be undertaken in accordance with council Information Privacy Principles and will be consistent with the <i>Privacy and Data Protection Act 2014</i> (see page 6).</p> <p><b>Application for registration</b></p> <ul style="list-style-type: none"> <li>• Regular user groups will be responsible for ensuring an annual application for registration is lodged with Council. (Council will conduct an annual mail out and advertise in local press in November of each year to ensure community groups are aware they must register)</li> <li>• Groups will be required to submit a copy of this Access &amp; Use agreement as part of the registration process to indicate they understand their responsibilities under the Bus Safety Act 2009. This agreement should be signed by a person designated by the group to sign on its behalf (i.e. club president, chairperson, secretary). Applicants will need to allow five business days for processing.</li> <li>• Applications for registration must include a list of nominated drivers. Each nominated driver must also sign the Access and Use agreement to indicate they have read and understood their responsibilities under the Bus Safety Act 2009. If a new driver is nominated during the year, the group must forward an additional Access and Use agreement, signed by the new driver, and the authorised group contact person before the new driver drives the bus.</li> </ul> |

## Terms & Conditions of hire

The following conditions are required by law and to ensure the safety and wellbeing of the passengers travelling in the bus and the general public.

### User Group responsibility

The registered & approved user (community group or council program) maintains responsibility for ensuring this Access and Use Agreement of bus use is complied with.

This includes the following:

- As the hirer, ensure that all risks associated with the hire are limited as far as is possible.
- Ensuring every new designated driver has had a practice drive prior to taking the group out.
- Ensuring all nominated drivers have read, understood and signed the Access and Use document prior to driving the bus.
- Ensure the bus is only driven by those listed as nominated drivers in the Access and Use Agreement
- Timely payment of per kilometre fee of 85c per/km, a \$5.00 cleaning surcharge per hire, and any additional charges that are incurred by Council as a result of damage, cleanliness or refuelling. (Fees and charges are reviewed annually)
- Fees for 28 seater bus are <400km \$137, >400km \$273.50, Youth Groups \$55 and any additional charges that are incurred by Council as a result of damage, cleanliness or refuelling. (Fees and charges are reviewed annually)
- Timely payment of all fees and charges within one month of the hire.
- Maintain up to date records and contact details about authorised contact persons and nominated drivers
- Payment of the first \$500 in the event of an insurance claim, or costs of repairs due to any damage caused during the hire of the bus.
- Full payment of any wilful damage to, or caused by, the bus.
- Collection & payment of any costs incurred by the driver – tollways, parking or traffic offences.
- Pre-purchasing all necessary toll-ways passes.

### Driver responsibility

The driver is the person who for the duration of the hire period is responsible for the safety of the bus and its passengers. All drivers must;

- Drivers must hold a current full Victorian Driver Licence. Licence to be sighted at the time of key & bus pick up.
- Drivers must be a minimum of 22 years of age and have a minimum of 4yrs driving experience – probationary drivers are not eligible to drive Surf Coast Shire community buses.
- Drivers must be designated and approved by the registered user group in this Annual Registration form.
- New drivers must have a practice drive of the bus before they drive for the group.
- Drivers must obey all road rules.
- Drivers must have NO drugs or alcohol present in his or her blood or breath immediately before or while driving a bus.
- Drivers must not have taken any medication which may affect or impede their ability to drive for the duration of the hire period.
- Drivers must open the side door and access step prior to any passenger/s embarking the bus.
- Drivers must close the side door and access step prior to departure.
- Drivers must ensure that no passengers open or close the side door and access step at any time.
- Drivers must not use mobile phones or hand held devices whilst driving.
- Drivers must ensure no alcohol containers are permitted on any community bus
- Drivers must complete the pre & post hiring checklist, and sign and return this checklist with the keys. Failure to do so will incur an additional \$50 fee
- Drivers must ensure timely pick up & return of the keys and the vehicle to the designated area.
- Drivers must plan the safest route to and from their destination.
- Drivers must ensure the Bus is only parked in designated parking spaces or accessible driveways
- Drivers must report all damage or incidents that may result in future claims to the Shire, due to traffic offences, parking tickets or use of toll-ways.
- Drivers must ensure the fuel tank is filled after all passengers have disembarked.
- Drivers must ensure all rubbish is removed before returning the bus.
- In the event of road side break down; drivers must obtain initial assistance from the RACV.
- In the case of an incident, or accident, drivers must follow the process outlined in this Access and Use Agreement
- As the driver, ensure that all risks associated with the hire are limited as far as is reasonably possible.

### Passenger responsibility

All passengers are responsible for ensuring their own safety and the safety of others whilst travelling in the bus. This includes:

- No consumption of alcohol or drugs whilst on the bus
- No smoking
- Safe stowing of personal items.

- Providing prior notification of the need to transport any mobility equipment or personal aides that will require secure storage to the group arranging the Hire.
- Making provision for own health & wellbeing whilst travelling on the bus. Including access / exiting of bus.
- Ensure the side door and access step are only opened and closed by the designated driver.
- Removing all personal items and all rubbish from the bus upon completion of the journey
- Reporting to the driver any damage that has occurred or been noted whilst travelling on the bus.
- Ensuring that individual / group behaviour does not impose any distraction or threat to the driver, other road users, pedestrians or community in general.

**Please note** – buses are not fitted to accommodate wheelchairs and any mobility aides will have to be secured whilst bus is travelling. Should it be necessary to carry several mobility aides, these will need to be carried between the seats which will reduce the passenger carrying capacity of the bus.

## Breakdowns

Shire Community buses are registered with the RACV, in the event of road side break down; initial assistance can be obtained by contacting the RACV. The Shire retains the responsibility to arrange for any additional maintenance or repair.

## Accidents & Insurance

All buses are insured as part of the Surf Coast Shire Light Fleet. However insurance is valid conditionally upon observation of all Victorian Road Laws and the terms & condition of bus hire are complied with. Registered Hirer will be required to pay up to \$500 for any claims made as a result of damage incurred during period of hire.

Any breach of the Victorian Road Laws or the terms & conditions associated with bus hire and use will result in the Surf Coast Shire seeking total cost of recovery from registered hirer.

## In the event of an accident the driver shall

- Stop the vehicle in a safe place and give any assistance that they are able to give;
- Call 000 -ambulance, police and tow truck as necessary.
- Advise the Surf Coast Shire as soon as possible– emergency contact numbers are in the glove box of each bus, and on the drivers checklist
- Obtain the registration number of the other vehicle/s name/s and addresses of the other driver/s and any witnesses to the accident
- Do not admit liability for the accident or damage
- 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.
- If the Bus is not driveable, a Surf Coast Shire staff member will assist you and the passengers to make other travel arrangements.
- Fill in an insurance claim form and an accident, incident and hazard report (this will be sent by the Council light fleet officer)

**Drivers are responsible for complying with all statutory requirements in relation to reporting the accident to the Victorian Police.**

## Bookings and Management

Council, as the asset owner and manager, maintains full responsibility for the ongoing monitoring and management of the community buses and it's compliance as a registered bus operator as per the Bus Safety Act 2009. In keeping with the intent of the community bus fleet to provide a locally focussed response to transport disadvantage, buses are located in townships across the municipality.

Council maintains a centralised registration and booking process for the community bus with local arrangements in place for bus storage and key collection in each of the townships. Local agreements for this purpose have been established and are reviewed on an annual basis.

Any breach to the conditions associated with the use or return of the bus may result in club/ group registration being cancelled. Costs incurred for the cleaning or minor repair of bus due to misuse, will be directed to the club / group for whom the bus was booked. Buses may only be used for the purposes indicated on the application. Users are not permitted to access buses for personal use, to sub-let or profit from a fee.

## Council Booking Agents

- Shall maintain bookings in accordance with this procedure.
- Shall provide all relevant booking information required for collection of the keys and the bus to the designated collection points.
- Shall distribute invoices and collect payment in a timely manner
- Shall report any abuse of the Procedure to the Council Community Development Coordinator
- Shall cross check each booking with the list of designated drivers.

## Designated Key Collection Points

- Shall confirm the booking on presentation of the booking confirmation sheet provided by the booking agent.
- Shall check the drivers licence of the designated driver ensuring that it is compliant with the requirements of this procedure
- Shall provide to the user the vehicle inspection checklist and collect it on return of the keys
- Shall forward all documentation associated with the community bus to the Council
- Shall report any damage to the bus immediately or as soon as is practicable to the Torquay Sport and Recreation Centre
- Shall report any abuse of this Procedure to the Torquay Sport and Recreation Centre

## Council Light Fleet Officer

- Shall organise regular servicing of the bus, and maintain the bus in a roadworthy condition.
- Shall ensure maintenance and checks are carried out in accordance with the Bus Safety Act 2009.
- Review annually the running and replacement costs of the bus and make recommendations as necessary to vary kilometre charges.
- Shall process all insurances claims and forward any accident, incident and hazard reports to the Council Risk Coordinator.
- Shall monitor the daily running and use of the bus service, and if necessary raise any concerns with the Community Development Coordinator.
- Shall secure a replacement vehicle at approx seven years / 80,000 km.
- Shall arrange cleaning on a regular basis.

## Bookings

Bookings from registered community groups can be accepted on the official booking form by fax or email or in person. Phone enquiries / bookings will be taken, however a completed booking form will be required to be forwarded directly. The following details must be obtained prior to confirming the booking:

- Registered user group name
  - Authorised contact person details (including details for reply confirmation to be forwarded)
  - Date of booking, time of pick up & time of drop off
  - Intended use / destination
  - Anticipated number of passengers
- The name of the registered driver

## Bus Collection & Return

Buses and keys are located at each of the following townships:

- Lorne** – Visitor Information Centre
- Anglesea** – YMCA Recreation Camp
- Winchelsea** –Hesse Rural Health Service
- Torquay** – Surf Coast Sport and Recreation Centre

Each location has specific requirements in regard to the collection & return of keys and vehicle. Drivers will be provided with instruction in relation to where their own vehicle can be parked. Council takes no responsibility for private vehicles. Specific details in regard to times for key drop off & pick up will vary with each location. Details of this will be provided with confirmation of booking.

## The following applies to all sites

1. Keys are collected by the designated driver and their drivers licence is required to be sighted prior to the keys being provided. Drivers will be provided with a copy of the pre & post checklist and are responsible for completion and submission of this when returning the keys.
2. All drivers are responsible for ensuring the buses are returned clean and free from all personal items and rubbish. The completed checklist will provide validation of the state of the bus upon return. The driver must sign and return this with the keys.
3. Bus must be returned fully fuelled and locked and parked in designated area.

## Regular bookings

Clubs / groups are able to make a regular booking (e.g. weekly, monthly or quarterly) for up to a period of 6 months. However in the event of the bus being unavailable due to breakdown, accident or need of repair, Council is not responsible for finding alternative transport.

The facilitator of Council run and approved programs may book 12 months in advance to reduce changes being made to community group bookings.

While enquiries can be made at any time, advanced bookings will only be confirmed six months in advance.

# Community Bus Use, Access and Annual Registration form



## Council bookings

Bookings can be made by Council staff for the use of the bus for an approved Council activity or program. Nominated drivers (staff or volunteers) are required to register and agree to the terms & conditions of hire as per the "Use & Access of Community Bus guidelines". Fees and charges related to Council's use of bus are to be charged to the relevant area. All new council drivers are required to read and sign the Community Bus Use, Access and Annual Registration form and have a practice drive prior to driving for any group.

## Extended bookings

Overnight use is considered upon application and is dependent on availability and demonstrated need. Groups must provide full details of use, destination and where the bus will be parked overnight.

## Cancellations

Notice of a cancellation is required at least 3 working days prior to the scheduled booking. A late cancellation fee of \$20 will be applied and an invoice will be forwarded directly to the registered hirer, or Council program facilitator.

**In the event of an emergency within the Shire that activates the Municipal Emergency Management Plan, buses may be withdrawn from hire. Hirers will be informed at the earliest convenience.**

## Statement by authorised person

On behalf of \_\_\_\_\_ (name of group)

I have read and agree with the Surf Coast Shire Community Bus Access and Use Agreement and declare that:

- I understand that the above group and its volunteer drivers have a responsibility under the Bus Safety Act 2009 to reduce risks associated with hiring Council's Community Bus as far as is possible and that this responsibility cannot be delegated.
- I understand that it is the responsibility of our group to ensure that all new volunteer drivers have a practice drive of the bus prior to driving for our group.
- I understand that it is the responsibility of our group to ensure all volunteer drivers follow all procedures detailed in Council's Community Bus Access and Use Agreement.
- All our volunteer drivers will be required to sign off that they have read and understood Council's Community Bus Access and Use Policy prior to driving for our group.
- Our group will abide by all procedures detailed in the Community Bus Access and Use Agreement at all times.

|                                  |  |             |  |
|----------------------------------|--|-------------|--|
| <b>Public Liability</b>          | <input type="checkbox"/> I have attached a copy of current Public Liability Insurance cover. |             |  |
| <b>Name of authorised person</b> |  |             |  |
| <b>Signature</b>                 |  | <b>Date</b> |  |

# Community Bus Use, Access and Annual Registration form



## Declaration by all nominated drivers

I declare that:

- I am the holder of a current driving licence;
- I have not been refused motor vehicle insurance;
- I have read and agreed to accept conditions in this Council Community Bus Access and Use Agreement
- I have not withheld any information likely to affect the safe operation of the Community Bus

### Driver 1

|                  |  |                    |  |
|------------------|--|--------------------|--|
| <b>Name</b>      |  | <b>Licence no.</b> |  |
| <b>Signature</b> |  | <b>Date</b>        |  |

### Driver 2

|                  |  |                    |  |
|------------------|--|--------------------|--|
| <b>Name</b>      |  | <b>Licence no.</b> |  |
| <b>Signature</b> |  | <b>Date</b>        |  |

### Driver 3

|                  |  |                    |  |
|------------------|--|--------------------|--|
| <b>Name</b>      |  | <b>Licence no.</b> |  |
| <b>Signature</b> |  | <b>Date</b>        |  |

### Driver 4

|                  |  |                    |  |
|------------------|--|--------------------|--|
| <b>Name</b>      |  | <b>Licence no.</b> |  |
| <b>Signature</b> |  | <b>Date</b>        |  |

### Driver 5

|                  |  |                    |  |
|------------------|--|--------------------|--|
| <b>Name</b>      |  | <b>Licence no.</b> |  |
| <b>Signature</b> |  | <b>Date</b>        |  |

### Witness (SCS Officer only)

|                   |  |             |  |
|-------------------|--|-------------|--|
| <b>Sighted by</b> |  | <b>Date</b> |  |
|-------------------|--|-------------|--|

*Surf Coast Shire Council will comply with the Information Privacy Principles as set out in the Information Privacy Act 2000. Council will only use the personal information required on this form for the purpose of Community Bus Bookings and associated tasks. This information will not be disclosed to any other party unless Council is required to do so by law.*