



Application Form

Community Bus Booking Application

Office Use Only

Email Workshop

Receipt Number

Receipt Date

Total Fee Paid

Email sent re booking

Part 1 – Applicant Details

Title

Given Name

Family Name

Organisation/Company Name (if applicable)

Address

Phone Number

Email

Part 2 – Booking Details

Purpose of Hire

Where are you travelling to?

Vehicle Requested

Registration

Mitsubishi Rosa

ZGS-576

Part 3 – Hire Period

Casual Hire: Booking may be made up to 6 months prior to first hiring date

Hire dates	Hire Period		Pick up		Return	
	From:	To:	Day:	Date:	Day:	Date:
1						
2						
3						

Part 4 – Drivers Details

Title

Given Name

Family Name

Phone Number

Email

NSW Driver's License Number

Council Driver Accreditation Number

Certificate of Currency attached:

Yes

No

Part 5 – Applicant's Declaration

I have read and understand the Community Bus Policy and Procedures, which forms part of the application and agree to comply with all terms and conditions for the use of the community bus. Our organisation is not for profit organisation and will not collect fare from or charge fees to any passengers travelling on Council's Community Bus for any reason whatsoever (e.g. fuel, tolls, parking)

The driver has been informed that he/she will be required to complete a driver declaration form prior to collecting the bus. The driver has also been informed that if he/she is found to collect fares or charge fees he will be prohibited from driving the bus for our & any other organisation in the future.

Applicants signature

Date



Return to Customer

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Please bring paperwork to Councils Work Depot when collecting the bus along with the receipt.

Part 6 – Bus Out

Driver's License checked: Yes No

Driver Accreditation checked: Yes No

Fuel Tank full: Yes No

Odometer reading:

Workshop Comments (including condition, damage etc)

Part 7 – Bus In

Fuel Tank full: Yes No

Odometer reading:

Workshop Comments (including condition, damage etc)

Distance Travelled

Odometer reading inbound

Odometer reading outbound

Total distance travelled

Part 8 – General Guidelines & Condition of Use

- Council's Community Bus is provided for community use and is not to be used by an individual or an organisation for profit motives. The bus is only available to community groups who are non-profit organisations.
- The booking of the Community Bus by Schools, who use it as part of their curricular/formal school activities or excursions, is **NOT** allowed. Only social non-profit groups associated with the school (e.g. Parents and Friends Committee etc.) would be allowed to use the Community Bus, which is outside the formal school curricular.
- Collecting fares or charging fees to any passenger traveling on Council's Community Bus is **NOT** allowed. The driver will need to be instructed not to collect fares or charge fees for any reason whatsoever (e.g. fuel, toll, parking).
- Council's Community Bus may be used by community groups and service organisations based in the Camden Local Government Area.
- The bus is not available to any person or group for purely personal or family purposes. It must only be used for the purpose stated on the application form.
- You must nominate a driver for the bus who has been accredited to drive Council's Community Bus. The bus must not be driven by anyone else, other than the nominated accredited driver or a driver that has been authorised by Council. The bus can only be collected, driven, and returned by that same accredited driver.
- Council and or its representatives shall not be responsible for any loss or damage to any property belonging to the people using or travelling in the Community Bus.
- Council reserves the right to cancel the booking/use of the Community Bus if any breach of guidelines/procedures occurs.
- The bus is not permitted to be used on trips beyond the approximate 75km circle radius, as shown on map. A laminated copy of the map is kept in the glove box.
- The bus cannot be driven off-road or on unsealed (dirt) roads.
- The maximum, single period the bus may be hired is 3 days.
- Regular bookings by a group may only be made up to a maximum one (1) month in advance.
- Bookings for one-off events or use may be made up to a maximum of six (6) months in advance.
- The bus cannot be transferred to the next applicant. The bus must be returned to the Council Work Depot after the period of use. A weekend booking needs to be made for the whole weekend.
- The number of passengers must not exceed 16 passengers and 2 wheelchair spaces.
- Council will not be held responsible for any additional costs incurred, due to the un-availability or breakdown of the bus. The bus is covered by NRMA road assistance. In the event of a breakdown, please call NRMA (Ph. 13 11 11), and inform Council Please phone 13 Camden (13 22 63 36).
- A booking fee is required for each day of intended use and must be paid before taking the bus. A payment receipt, the application form, and the Council Community Bus Accreditation Card will need to be shown Before Keys are issued.

Part 9 – User Responsibilities

- To complete and bring the 'Application Form' to the Works Depot with receipt and Council's 'Accreditation Card', prior to bus pick up.
- To provide your own accredited driver and fuel for the return journey. When returning the bus, it must have a full tank.
- You are responsible to make arrangements for the collection and return of the community bus on the agreed dates and times.
- You shall ensure that the bus is correctly parked in safe and secure places.
- NO rear to kerb parking as there may be damage done to the rear of the bus.
- Please note that the highest point on the bus is the exhaust, which is 3.5m from the ground.
- You shall be responsible for the conduct of each person travelling on the bus and for the maintenance and preservation of good order generally.
- Children in the bus are always to be supervised by a responsible adult.
- No alcohol, food or other drink is to be consumed on the bus.
- No Smoking on the bus.
- Animals are NOT permitted on the bus.
- No luggage is permitted in the aisle.
- You are responsible for cleaning the bus and returning it in good condition.
- You are responsible for the cost of any repairs required to any damage of the bus. (Those not covered by insurance.)
- If at fault in an accident, you will need to pay Council's insurance excess of \$500. An 'Accident Report' will need to be filled out and passed onto Council's Insurance Officer.
- Any traffic or parking infringement incurred by the driver is the sole responsibility of the driver.

Part 10 – Driver Information

- You are eligible to drive the Community Bus if you have a class 'LR' driver's license and have been accredited by Council. A one-off bus driving test needs to be arranged with the Workshop Supervisor, at the Narellan Work Depot (Ph. 46 455 909), well in advance of the bus booking.
- The bus can be picked up and returned **BETWEEN 7AM – 4PM, MONDAY – FRIDAY**, at the Council's Works Depot - 5 Millwood Av, Narellan
- If the bus cannot be returned by 4pm on the day of use, the bus booking will need to be made until the following morning to the time of its return. This will also allow our next booking to take place without conflict. An extra day payment will not be charged if the bus is returned at 7am the following morning.
- Only the Workshop staff at the Council Works Depot can receive the bus on its return. If this does not occur due to a late return, the bus will be asked to be returned the following morning at 7am. If the following user is affected by this late return, there may be a penalty to future bus use to the offending organisation.

NOTE: BUS BOOKINGS CANNOT BE MADE BEFORE DRIVE ACCREDITATION