



COUNCIL POLICY

Title: Community Bus Hire - General

Shire of
Kellerberrin

Responsible Officer: Deputy Chief Executive Officer

Version: Current

1. PURPOSE

The purpose of this policy is to ensure consistency in regards to bus hire costs and rules in regards to cleanliness are followed.

2. SCOPE

This policy is applied to the Shire of Kellerberrin Community.

3. DEFINITIONS

4. STRATEGIC CONTEXT

This policy links to core drivers:

1. Relationships that bring us tangible benefits (to the Shire and our community)
2. Our lifestyle and strong sense of community
3. We are prepared for opportunities and we are innovative to ensure our relevancy and destiny

5. POLICY STATEMENT

Vehicle Bookings

All bookings to be made at the Shire Office.

Vehicle Keys

The keys to be picked up at the Shire Office. Keys to be returned to the Shire Office at the first available opportunity during office hours or in the Administration Office "Return Facility" after hours.

Hire Bond

A \$200.00 bond will be charged in accordance with Council Policy, and must be paid before the hire date. The bond may be retained in the event that non-payment occurs and/or the cleanliness of the bus is not satisfactory (Council's decision on cleanliness of the bus upon return is final). Home and Community Care is not to be charged a bond. All groups who regularly hire the bus can pay a bond of \$200.00 at the beginning of their season to be reimbursed at the end of their season.

Vehicle Cleanliness & Vehicle Condition

The Hirer to make sure the inside of the bus is clean and tidy before returning the keys. If not clean, they will be asked to clean it, or a cleaning fee will be charged @ \$30.00 per hour. Council's decision on cleanliness of the bus upon return is final.

Report on Vehicle Cleanliness Condition

If the Hirer picks up the bus in an unsatisfactory condition, the Hirer must contact the Shire Office immediately. If this is after hours, the Hirer should leave a message on the Shire Office answering machine service.

Regular Hiring

All groups who regularly hire the bus may pay the bond at the beginning of the year/season to be reimbursed at the end of the year/season.

Vehicle Safety & Security

Hirers are to ensure that the Community Bus is parked in a safe and secure environment/property. Damage to and theft from the Vehicle shall be assessed once the Council has been notified and further consideration by the Council will be given to full recoup of costs associated with replacement/repairs of the vehicle and/or accessories due to theft and/or unwanted actions. An Incident/Accident Report must be completed and presented to Council and in addition to normal reporting procedures to Police.

Vehicle Damages & Repairs - Damages or breakages which result from misuse/negligence

by the user are the responsibility of the user and all replacement or repair costs will be charged to the user. Repairs arising from normal usage are the responsibility of Council. Please also refer to point 7 in reference to this.

Motor Vehicle Accident

In the case of a motor vehicle accident where the hirer is proven to be negligent, the hirer is liable for the first \$1,000.00 arising out of an Insurance Claim to cover Council's \$1,000.00 excess, in all other circumstances Council will carry the excess. An Incident/Accident Report must be completed and presented to Council and in addition to normal reporting procedures to Police.

Passenger Safety

The hirer is responsible for the safety of all passengers.

Vehicle Smoking Ban

Smoking is not permitted in the bus at any time.

Vehicle Breakdown

In the case of breakdowns of the bus, the hirer is to make every endeavour to return the bus to Kellerberrin and the alternate transport of passengers becomes the sole responsibility of the hirer.

Vehicle/Engine Checks

During use the Hirer shall check the oil, water and tyres daily.

Full Fuel Tank

When picked up, the bus will have a full tank of diesel fuel. The Hirer is to ensure that they fill up the tank on returning the bus.

Vehicle Logbook

Complete the logbook prior to and at the end of each hire period.

- The Shire of Kellerberrin retains the right to change, alter or adopt new rules as they wish, also to refuse use of the Bus if they wish.
- Garage doors are to be closed after removal & upon return of Community Bus to garage
- Cleaning products are kept in the Bus shed.

Additional Information:

- a. formal list of dishonoured debtors is to be formulated with Council to refuse hire to those individuals/organisations
- b. If the hire occurs concurrently on a weekend and the bus is not provided to the second hirer in suitable condition, then the Shire is to be notified by phone immediately
- c. Council's decision on cleanliness of the bus upon return is final

6. RELATED LEGISLATION/ DOCUMENTATION

7. REVIEW DETAILS

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| Council Adoption | Date | February 2020 | Resolution # | MIN009/20 |
| Previous Adoption | Date | October 2016 | Resolution # | MIN168/16 |