


Shire Community Bus Booking Form

To be completed for all Shire Community Bus Bookings within the Shire. Bookings are not confirmed until payment of all fees and bonds have been received in full and Approved by the Chief Executive Officer.

Please submit completed Shire Community Bus Booking Form and supporting information as early as possible to avoid disappointment. Bookings must be submitted to the Shire of Kellerberrin **2 weeks prior to the commencement of the event**. Any forms received less than 1 week prior to the event **may be** refused. Payments must be received 1 week prior to the event.

Bookings can be made by:

- **Email:** shire@kellerberrin.wa.gov.au
- **Mail:** Po Box 145 KELLERBERRIN WA 6410
- **In person:** Shire Office - 110 Massingham Street Kellerberrin



Terms and conditions for the hire of Shire Community Bus are included in this application and must be signed on submission of the form.

Any questions or queries, do not hesitate to contact the Shire of Kellerberrin Staff on 08) 9045 4006 or shire@kellerberrin.wa.gov.au who will assist you with your application or direct you to the relevant staff member.

Fees & Charges

BONDS	COST
Fee	\$ 200.00

FEES	COST
Per Kilometre	\$ 0.60
Seniors Group, HACC, Dryandra	\$ 0.50
Trailer	\$ 30.00

ADDITIONAL FEES <i>may be incurred after hire</i>	COST
Cleaning Costs per hour	\$ 70.00
Reimbursement of repairs	at cost

Terms and Conditions

Bond / Hire Fees

The full amount of fees must be paid 1 week prior to the commencement of the hire period. Fees will be charged in accordance with Council's current fees and charges and bond monies refunded at the end of the month after hire to the original payee and by the way of Cheque or Direct Debit.

Bond monies will not be refunded if the conditions of the hire have not been fully complied with. The bus must be left in a clean condition, repairs or damages to the bus are the cost of the hirer and the damages will be invoiced or the Shire may retain all or part of the bond to cover any costs. If there is any damages they must be reported to the Shire. The Shire retains the right to determine the cost of any repairs or cleaning required. The Hirer agrees on demand to pay to the Shire any such further amounts as are required to cover the cost of repairs or cleaning not covered by the bond monies.

Any cost, fees and expenses incurred by the Shire for non-payment of the hire fees by the Hirer, including but not limited to;

- Administrative costs;
- debt collection;
- agency fees;
- legal costs and expenses

Will be met by the Hirer. Charges may vary. The Shire reserves the right to revise fees, charges and bond payable from time to time as may be found necessary.

Period of Hire

The Community Bus is available from the booked commencement time. Hirers must allow appropriate time for collection and drop off when completing the Booking form.

Pre and Post – Inspection of Community Bus

The Community Bus is inspected prior to and after being Hired by Council Employees. The Community bus is to be cleaned with the equipment provided by the Shire on return. If the Hirer picks up the bus in an unsatisfactory condition and/or the fuel tank is not full, 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 and record the issue in the hire book provided in the bus.

On Return of the vehicle

Fuel	Ensure tank is full upon return - hirer will be invoiced if it is not
Logbook	Vehicle logbook must be completed upon return
Condition	Ensure vehicle is clean upon return or additional costs will be incurred
	Cleaning products are kept in the Bus Shed and available for use
Bus Shed	Ensure shed is secure upon pickup and return of bus.

Cancellation by Hirer

Cancellations must be made by the Hirer not less than two days prior to date of collection or hire fee will be forfeited.

Cancellation by Shire of Kellerberrin

A Full refund of all monies in relation to the booking is payable to the Hirer in the event the booking is cancelled without fault of the Hirer. Booking may be cancelled if:

- The hire fees and/or bond monies have not been paid;
- Maintenance or repairs are being carried out on the vehicle; and

The Shire shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right. Cancellation or termination of the booking will not affect any right which the Shire may have to recover monies owing for the booking or to recover damages from the Hirer.

Key Collection

Keys for the Bus are to be collected from the Shire Office during business hours only after applicable bond/fees have been paid.

Keys are to be returned to the office via the front desk or the key return box adjacent to main doors when out of the office hours no later than the next working day following the Hirers event. Keys are valued at \$50.00, this will be charged to the Hirer for damaged or lost keys.

Cleaning Requirements

The bus must be left in a clean and tidy condition and secured upon the hirer's departure. Cleaning equipment is provided within the bus.

Hirer's are responsible for:

- All cleaning of the vehicle; windows, empty bins;
- The removal of all rubbish and/or signage from the Bus
- Storing all equipment in the allocated space

Time for cleaning is included in the booking period and charged accordingly therefore the clearing and cleaning of the Bus is to be conducted immediately following the booking unless alternative arrangements have been negotiated and agreed between the Shire and the Hirer. The shire reserves the right to impose an additional waste disposal charge if the garbage is not removed; a cleaning fee if the area/s required cleaning following the hire period.

Any serious damage to the Shires property must be reported to the Shire as soon as possible. In the event if Shire staff discovers any damage, the Hirer will be contacted where possible and invited to inspect the damage themselves. The cost of repairs will be deducted from bond monies or invoiced accordingly.

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.

The hirer is responsible for the safety of all passengers. The LARGE bus will carry a maximum of 25 people (1 driver plus 24 passengers). The SMALL bus will carry a maximum of 14 people (1 driver plus 13 passengers)

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

Accident or Injury

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.

Reporting

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.

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.

Your Privacy

The supply of personal information on forms is voluntary, although failure to include information required may result in processing delays or rejection. The details supplied are not publicly available however the person signing this form is able to access to view or correct any information supplied by requesting same from the Shire of Kellerberrin Office.

Disclaimer

As 'the hirer' I acknowledge that I have read and understood the terms and conditions for hire of the Shire of Kellerberrin facilities and grounds and agree to be bound by them. I agree that failure to comply with all the terms and conditions as stated may result in retention of bond monies, additional fees and may jeopardize any future use of the Shire of Kellerberrin and grounds.

.....
Full Name

.....
Signature

.....
Date

Shire Community Bus Application Form

APPLICANT DETAILS

Group / Name			
Contact Person		Position	
Postal Address			
Residential Address			
Home phone		Mobile	
Email			
Are you the contact person during hire	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, provide contact details below
Contact Person		Mobile	

DRIVER DETAILS

Name						
Licence Number		Licence copy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Class	

HIRE DETAILS

Bus	Small Bus <input type="checkbox"/> (up to 14 people)		Large Bus <input type="checkbox"/> (up to 25 people)		
Journey Details					
Approx. KM Travelled		Trailer	Yes <input type="checkbox"/>		No <input type="checkbox"/>
Picking up	Date		Time	____: ____ am/pm	
Returning	Date		Time	____: ____ am/pm	

BILLING DETAILS

Name / Group			
Postal Address			
Contact Number			

OFFICE USE ONLY

Received by		Signature		Date	
Bond Received	\$	Trust #		Date	
Invoice	\$	Invoice #		Date	
Approval	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signature		Date
Response given	Letter <input type="checkbox"/>	Email <input type="checkbox"/>		Phone <input type="checkbox"/>	