

COMMUNITY BUS POLICY	
Type	Governance
Category	Corporate & Community
Responsible Officer	Director Corporate & Community
First Issued / Adopted	Pre 2000
Review Period	2 years
Last Reviewed	27 January 2016 27 February 2013
Minutes Reference	OM17/16
Next Review Date	30 November 2018
Applicable Legislation	Nil
Related Documents	Nil
Public Consultation Required	Yes
File Reference	605.84
Purpose	To specify target groups for the use of the Crystal Brook bus.

1. OBJECTIVES

The Community Bus is made available predominately for use by community clubs, Health Services and other community organisations to support social activities and programs which benefit older people residing in the Port Pirie Regional Council community.

2. HIRER RESPONSIBILITIES

2.1 Bookings for the Community Bus can be made by contacting Council; however will depend on the availability of the vehicle. *"The Community Bus Application for Hire Form"* must be completed by the person who is responsible for driving the vehicle to confirm the booking along with the sighting of the driver's license. Council reserves the right to deny a booking.

2. HIRER RESPONSIBILITIES (Cont'd)

- 2.2 Responsibility of the bus is transferred to the hirer when the keys are collected.

The bus and shed keys are available from the Crystal Brook Hospital. During Office hours, 8.30am to 5.00pm, the keys are collected and returned to the Receptionist. Outside of these hours they are collected from the Nursing Staff.

- 2.3 The hirer is the only person who will be authorised to collect, drive and return the bus at the agreed time and place. If there is an alteration, Council must be notified by contacting the office on Crystal Brook 8636 2150 or Port Pirie 8633 9777.
- 2.4 The bus must be returned to the bus shed situated at Crystal Brook Health Services by the time indicated on the Hire Form, unless other arrangements have been approved.
- 2.5 The hirer is responsible for returning the bus in a clean condition. Rubbish is to be removed, clean windows and sweep floor. Mop floor if substance is spilled. Cleaning equipment is available in the bus shed for use.
- 2.6 The hirer is responsible for ensuring the behavior of every passenger is at all times, acceptable and nothing is permitted that is disorderly or unlawful.
- 2.7 Smoking and drinking of alcohol is not permitted on the bus.
- 2.8 No animals are permitted in the bus with special exemption for registered guide dogs with their owners.
- 2.9 The hirer must ensure the bus is parked correctly and in a secure place.
- 2.10 No interstate travel is permitted.

3. DRIVER RESPONSIBILITIES

- 3.1 The driver of the bus named on the hire form must hold a current Class C license and a copy of the license must be presented to the Council Office. A copy of the license will be taken and held on file.
- 3.2 The driver must maintain a zero blood alcohol and drugs level in his/her system at all times when he/she is driving or in control of the bus.

4. FEES AND CHARGES

- 4.1 Costs for hire of the Community Bus are set by Council as part of the annual budget process. The hire rate is lower for non-profit community groups. A higher fee applies to commercial operations.
- 4.2 The hire rate will be as listed in Council's Fees & Charges document.

5. FUEL REQUIREMENTS AND ACCOUNT PROCEDURES

- 5.1 When the bus is hired a full tank of diesel is supplied. A Fuel Card is supplied and is located with the log book and should be used whenever possible. If unable to use fuel card please keep receipts for purchase of fuel and this will be deducted from your account. The driver will be held responsible for any excess fuel placed on the fuel card during the period of hire.
- 5.2 An invoice from Council for the hire of the bus will be forwarded to the hirer and is the hirer's responsibility to pay.

6. SAFETY REQUIREMENTS

- 6.1 The number of passengers must not exceed 12, including the driver.
- 6.2 All passengers must wear seat belts whilst travelling on the bus.
- 6.3 Parents or guardians are responsible for the safe restraint of infants and children within their care.
- 6.4 Infants are to be held securely on the lap of their parents or carers and must not be transported in the front seats or the centre of the rear seat.

7. ACCIDENTS AND INCIDENTS

- 7.1 Notify the Port Pirie Regional Council immediately of any accident or incident on 8633 9733. In the event of an accident involving another vehicle or property, the driver of the vehicle must obtain all necessary information including the description of the other vehicle, registration number, driver's name and address, owner's name and address, owner's phone number, insurance company and type of cover, damage to vehicle, any injured persons details, and any property damage, etc.
- 7.2 You must notify the Police of any accident or incident involving a third party and you must record the number of the police report. Ensure you have all details of the accident, including a sketch plan that will assist in the completion of further incident reporting forms.

8. SERVICING AND MAINTENANCE

- 8.1 Council is responsible for all servicing and maintenance. In the event that unplanned/emergency servicing is required users should in the first instance seek authorisation from Council where a purchase order number will be provided.
- 8.2 Contact person is Sue Denton on 8636 2150 or Peter Arnold on 8633 9733. Council will not refund the cost of any unauthorised service or repair and this will be carried out at the user's own cost.

9. INDEMNITY

- 9.1 Responsibility of the bus is transferred to the hirer when the keys are collected.
- 9.2 The Port Pirie Regional Council shall not be responsible for any loss or damage to property belonging to the hirer or any person using or travelling on the bus, under Council's hire agreement.
- 9.3 Council shall not be responsible for any injury or loss not covered by Local Government Risk Services third party insurance.
- 9.4 Council's excess for accidents is \$500 for aged care or disadvantaged community groups and \$2,000 for all other community or private groups. Groups that are not aged care or disadvantaged community groups, including the Crystal Brook Hospital which has free use of the bus, are responsible for any excess in the event of an accident.
- 9.5 Failure to comply with any of the requirements set out in this policy will be regarded as a breach of the agreement giving the Port Pirie Regional Council the right to sue for recovery of any amount in due respect of such breach and/or review future bookings. Hirers who fail to comply with the above conditions may be financially liable.

10. FURTHER INFORMATION

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: www.pirie.sa.gov.au

- Port Pirie Council Administration Centre, 115 Ellen Street, Port Pirie
- Crystal Brook Rural Office, Bowman Street, Crystal Brook.

Copies will be provided to interested parties upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

Community Bus Application for Hire



Kept at Office

Organisation Details

HIRER: Organisation / Community Group / Club <i>Invoice to be sent to</i>	
Address	
Name of Responsible Person for this Organisation / Group	
Position	
Contact Details	Home: Work / Mobile: Email:
Description of Organisation / Community Group / Club e.g. Senior Citizens	

Booking Details

Name of <i>Designated Driver</i>	
Dates of Use	
Intended Destination	
To be picked up (approximate date / time)	____ / ____ / ____ at _____ am / pm
To be returned (approximate date / time)	____ / ____ / ____ at _____ am / pm
Regular Booking Yes / No If Yes, please indicate why this is a regular scheduled booking	

Acknowledgement

I certify that I have read and understand the Community Bus Policy. I am willing to take responsibility for the vehicle and will abide by this Policy as stated. Further, I accept responsibility for refueling and cleaning the interior of the Community Bus following use. Should the state of the bus not be to the satisfaction of Council, the cost of cleaning will be charged as set out in accordance with the Policy with a tax invoice being sent to the Hirer.

Signed by Applicant: _____ Date: ____ / ____ / ____

Print Name: _____

Office Use Only

Date Received:	Approved: Yes / No
Signed by PPRC Staff:	Print Name:
<ul style="list-style-type: none"> Scan a Copy to Accounts Officer along with Sundry Debtors Form and completed Inspection Sheet after each use of the vehicle 	

Driver Authorisation and Agreement Form



Kept at Office

Drivers Details

Personal Details

Name: _____

Address: _____

Phone: (W) _____

(H) _____

(M) _____

Email: _____

Licence Details

Number: _____

Class: _____

Expiry Date: _____

Nominating Organisation / Group _____

Date Bus Required: ____ / ____ / ____ - ____ / ____ / ____

Agreement Form

COMMUNITY BUS – DRIVER DECLARATION

I _____ (Driver) hereby declare that I have read and understand fully the Community Bus Policy and the requirements as set therein. I expressly declare that:

- 1) I am a holder of a Class C Licence Class.
- 2) I will not consume alcohol or drugs for a period of twelve (12) hours prior to driving the bus, nor consume alcohol or drugs whilst I am driving the Community Bus or whilst the Bus is under my care and control.
- 3) I am medically fit to perform the duties necessary to drive the Community Bus.
- 4) On receipt of the keys, I will familiarise myself with the operations of the vehicle prior to taking out the Community Bus with passengers on board.
- 5) I acknowledge that I will be charged for excess fuel used on the fuel card during the period the bus is in my control.
- 6) I acknowledge that in the event of an accident, I or my organisation will be responsible for payment of insurance excess (currently \$500 for approved community groups or \$2000 for non-approved community groups)*.

* For groups other than approved aged care or disadvantaged community groups.

Signature of Driver: _____ Date: ____ / ____ / ____

Print Name: _____

Signature of Witness: _____
(Council Staff)



Drivers Inspection Sheet

Drivers Copy

1. Present this form to Hospital Administration staff for key collection

2. Hand in this form with keys at the Hospital Administration at the end of the trip

Before Use

Name: _____ Date: ____ / ____ / ____

Organisation Name / Community Group: _____

Odometer Reading: _____ (Start) Log Book Completed: Yes / No

Time Collected: _____ Clean and Tidy:
Inside Yes / No
Out Yes / No

Filled up with Fuel: Yes / No

Oil: Yes / No

Fuel Card Present: Yes / No

After Use

Date: ____ / ____ / ____

Odometer Reading: _____ (Finish) Number of kms travelled: _____

Time Returned: _____ Log Book Completed: Yes / No

Filled up with Fuel: Yes / No Any Damage: Yes / No

Oil: Yes / No If Yes, please list below:

Fuel Card Present: Yes / No

Clean and Tidy:
Inside Yes / No
Out Yes / No

Signed: _____ Date: ____ / ____ / ____
Driver

Print Name: _____

**** Driver to hand this form to the Administration staff along with the keys please.**

Office Use Only

Council Staff: Match this form with Community Bus Application for Hire Form for Invoice