

## COMMUNITY BUS POLICY

Type	Governance
Category	Corporate & Community
Responsible Officer	Director Corporate & Community
First Issued / Adopted	Pre 2000
Review Period	4 years
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Applicable Legislation	Nil
Related Documents	Nil
Public Consultation Required	Yes
File Reference	9.63.1.3

### 1. PURPOSE

To improve transport options for disadvantaged or community groups in the Port Pirie Regional Council area.

### 2. SCOPE

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.

### 3. DEFINITIONS

Nil

Document No	Version No	Last review	Next review	Page
POL-0003	1.0	25 September 2019	2023	Page 1 of 5

#### **4. POLICY STATEMENT**

- 4.1 Port Pirie Regional Council will supply a community bus which is to be made available to community organisations that support disadvantaged and older people residing in the Port Pirie Regional Council area. Private hire is available provided the community groups are given priority and Community Bus Procedures are fully complied with.
- 4.2 The bus will be housed at the Crystal Brook Hospital when not in use.
- 4.3 Use of the bus will be strictly in accordance with this policy and the Community Bus Procedures.
- 4.4 Neither smoking nor consumption of alcohol is permitted on the bus.
- 4.5 No animals, other than registered guide dogs, are permitted on the bus.
- 4.6 No interstate travel is permitted.
- 4.7 Costs for the hire of the bus will be set as part of Council's annual budget process. The hire rate will be listed in Council's Fees and Charges document.
- 4.8 Council will be responsible for all servicing and maintenance.
- 4.9 Responsibility for the bus and its passengers will be transferred to the hirer on collection of keys.

#### **5. HIRER RESPONSIBILITIES**

- 5.1 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.
- 5.2 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.

- 5.3 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 during office hours.

Document No	Version No	Last review	Next review	Page
POL-0003	1.0	25 September 2019	2023	Page 2 of 5

## **5. HIRER RESPONSIBILITIES (Cont'd)**

- 5.4 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.
- 5.5 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.
- 5.6 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.
- 5.7 Smoking and consumption of alcohol is not permitted on the bus.
- 5.8 No animals other than registered guide dogs are permitted on the bus.
- 5.9 The hirer must ensure the bus is parked correctly and in a secure place.
- 5.10 No interstate travel is permitted.

## **6. DRIVER RESPONSIBILITIES**

- 6.1 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.
- 6.2 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.

## **7. FEES AND CHARGES**

- 7.1 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.
- 7.2 The hire rate will be as listed in Council's Fees & Charges document.

## **8. FUEL REQUIREMENTS AND ACCOUNT PROCEDURES**

- 8.1 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.
- 8.2 An invoice from Council for the hire of the bus will be forwarded to the hirer and is the hirer's responsibility to pay.

Document No	Version No	Last review	Next review	Page
POL-0003	1.0	25 September 2019	2023	Page 3 of 5

## **9. SAFETY REQUIREMENTS**

- 9.1 The number of passengers must not exceed 12, including the driver.
- 9.2 All passengers must wear seat belts whilst travelling on the bus.
- 9.3 Parents or guardians are responsible for the safe restraint of infants and children within their care.

## **10. ACCIDENTS AND INCIDENTS**

- 10.1 Notify Port Pirie Regional Council's Fleet Coordinator on 0417 829 469 immediately of any accident or incident. 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.
- 10.2 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.
- 10.3 After Hours, contact Council on 8633 9777.

## **11. SERVICING AND MAINTENANCE**

- 11.1 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.
- 11.2 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.

## **12. INDEMNITY**

- 12.1 Responsibility of the bus is transferred to the hirer when the keys are collected.
- 12.2 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.
- 12.3 Council shall not be responsible for any injury or loss not covered by Local Government Risk Services third party insurance.

Document No	Version No	Last review	Next review	Page
POL-0003	1.0	25 September 2019	2023	Page 4 of 5

## **12. INDEMNITY (Cont'd)**

- 12.4 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.
- 12.5 Failure to comply with any of the requirements set out in these procedures will be regarded as a breach of the agreement giving Port Pirie Regional Council the right to sue for recovery of any amount due in respect of such breach and/or review future bookings. Hirers who fail to comply with the above conditions may be financially liable.

## **13. FURTHER INFORMATION**

These procedures 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](http://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.

Document No	Version No	Last review	Next review	Page
POL-0003	1.0	25 September 2019	2023	Page 5 of 5