

Terms and Conditions of Hire & Important Information



Please read the following information carefully, acknowledge & return.
A copy of these Terms and Conditions of Hire can be forwarded to you for your records.

1. BOOKING APPLICATION

- 1.1** Applicants must be over 21 years of age and hold a FULL and current Class C License.
*** Proof of identity is required for all bookings.*
- 1.2** The Community Bus can only be hired by Community Groups/Organisations & Residents located within the Port Pirie Regional Council area. *(with exceptions at the discretion of a member of PPRC Executive Team).*
- 1.3** Any request to use the bus overnight needs to be approved by a member of the Executive Management Team.

2. SCHEDULE OF FEES & BOND PAYMENTS

- 2.1** A bond fee must be paid in full to confirm the booking.
- 2.2** Fees and bonds are in accordance with Council's adopted Schedule of Fees & Charges (unless by other arrangement).

3. REFUND OF BOND

- 3.1** The following fees and charges may be deducted from the bond:
- additional hire KM's travelled.
 - any additional cleaning required.
 - loss or damage to equipment or vehicle.
- 3.2** the bond will be released within 3 working days after the hire of the Community Bus.

4. KEY COLLECTION / RETURN

- 4.1** Collection
The keys must be collected during Business Hours from either the Crystal Brook Office or the Port Pirie Administration Office.
In line with Council's indemnity insurance, it is a condition of hiring the bus that on collection of the keys a copy of your current license will be taken & placed in records.
***If key collection is required outside of business hours, please ensure prior arrangement has been made for this well before the collection date.*
- Please note office hours:**
Crystal Brook: 10am - 1pm and 2pm - 5pm (Mon-Fri)
Port Pirie Admin: 9am - 5pm (Mon-Fri)
- 4.2** Key Return
It is preferred that the keys be returned to the same location of collection.
*** If returning after hours, you will need to return them via the Library Shute at the Crystal Brook Office*

5. BUS COLLECTION

- 5.1** The bus is located in a shed on the grounds of the Crystal Brook Hospital - Claridge Rd - Google Maps
- 5.2** The bus **must be** refueled before it is returned.
The list of Perry's Fuel Locations along with the fuel card is in the glovebox of the Bus
*** Failure to refuel the bus may impact requests for further bookings of the Bus.*

6. BOOKING CANCELLATIONS BY HIRER OR COUNCIL

- 6.1** Cancellation by the hirer must be made in writing via email to cblibrary@pirie.sa.gov.au
- 6.2** 100% refund (minus booking fee) on cancellations up until 2 days before your booking. After that, cancellations may only receive a 75% refund.
- 6.3** In the event that Port Pirie Regional Council need to cancel or reschedule a booking to allow for alternate use or to undertake maintenance repairs.
In the first instance, every effort will be made to ensure the hirer is given at least twenty-one (21) days notification to make alternative arrangements.
- 6.4** Council will not be responsible for any losses resulting from late cancellation of the hire due to circumstances beyond its control, i.e. mechanical breakdown - ***Please note that there are no alternative vehicles for use if this occurs.***

7. INSURANCE EXCESS INFORMATION

- 7.1** The hirer shall be responsible for the payment of any excess applicable to any insurance claim arising from the hire of the bus. (If determined to be at fault the Hirer will be subject to \$2,000 excess where the vehicle is being used for the conveyance of passengers for hire, fare or reward with the exception of Community Transport (Health & Identified Community Groups) purposes which is \$500).

8. IMPORTANT INFORMATION

- 8.1** The Driver of the bus must have a 0.00 alcohol /-ve drug reading at all times – any driver caught driving under the influence of Alcohol or Drugs will be fined.
- 8.2** Removal of any safety device or equipment from the vehicle (such as first aid kit, extinguishers etc.) will incur a charge, being that cost to replace said item.
- 8.3** The Bus is a Diesel 'Toyota Hiace' seating 12 passengers including the driver.
- 8.4** The height of the bus is 2.28mts
- 8.5** Any damage to the bus must be reported immediately upon return to the Crystal Brook Administration Staff.
- 8.6** Vehicle breaks down after hours - call the **RAA on 13 11 11** and report it to Council Administration on 8633 9777.
- 8.7** The consumption of food, drinks or Liquor on the Community Bus is strictly prohibited.