



## 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 eg 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"> <li>• Scan a Copy to Accounts Officer along with Sundry Debtors Form and completed Inspection Sheet after each use of the vehicle</li> </ul>	



## 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.

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: ____ / ____ / ____		
<i>Driver</i>			
Print Name: _____			
<b>** Driver to hand this form to the Administration staff along with the keys please.</b>			
Office Use Only			
<b>Council Staff: Match this form with Community Bus Application for Hire Form for Invoice</b>			