

# Application to hire Community Bus

The City of South Perth (the City) will only confirm your booking when all the relevant documents and payments have been received by the City within the two weeks of the proposed booking date. Failing this will incur a late fee as per the fees and charges schedule. Information regarding the availability or costs of the Community Bus given prior to the assessment of an application is given as an indication only. It does not constitute approval of the application. The City, upon receipt of a completed application, reserves the right not to accept and confirm usage for any reason. **All applicants must be over 18 years of age.**

## Applicant contact details

Mr/Mrs/Miss/Ms Surname: \_\_\_\_\_ Given names: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Alternative contact (if different to applicant): \_\_\_\_\_

Phone (mobile): \_\_\_\_\_ Email: \_\_\_\_\_

An invoice for any associated fees or bonds will be sent one month prior to the event date (**please note that invoice details cannot be changed or amended once processed**). Please enter the correct details for invoicing here:

- Same as applicant details as above

Name: (organisation or person) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

## Organisation and driver details

- A. Does your group have valid public liability insurance? YES  NO

Hirers are required to have their own public liability insurance for their activity.  
(Photocopy of current public liability insurance documents MUST be provided with this application).

- B. Designated driver details.

Name: \_\_\_\_\_ Drivers licence number: \_\_\_\_\_

Class (minimum MR licence required): \_\_\_\_\_ Expiry date: \_\_\_\_\_

(Photocopy of current drivers licence MUST be provided with this application and the licence must be shown when the keys are collected)

- C. Has the designated driver attended an induction on use of the bus and equipment? YES  NO

If NO, please note that all drivers must attend an induction prior to use of the Community bus by contacting the Operations Centre on 9474 0900

## Additional information

- A. Please provide a brief description of the proposed activity the vehicle is required for:  
i.e. type of activity, age group of attendees.

\_\_\_\_\_

- B. How many people will be travelling in the bus? \_\_\_\_\_

- C. Destination vehicle is travelling to \_\_\_\_\_  
(Travel is restricted to the metropolitan area only, within a 100km limit of the City of South Perth Operations Centre)

- D. Do you require use of the trailer? YES  NO   
For use of the trailer the nominated driver must contact the Operations Centre on 9474 0900 to arrange an induction on the proper use of the equipment.

- E. Do you require a **one off** or **regular booking**. (please circle whichever appropriate)  
Please list date/s, days and times required in the table below, including pick up and return times.

Bookings can be made no further than 12 months in advance.

The City can take further single bookings on top of a regular booking with a maximum of four weeks' notice, subject to availability.

	Date	Pick up time	Return time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

## Permit conditions

The City of South Perth Community Bus, as described below, is available for use by organisations and community groups operating within the City of South Perth that have appropriate public liability insurance cover. The Community Bus can be hired on weekdays and weekends (limitations apply), subject to the following conditions:

### Description

- 2013 White Toyota Coaster
- Automatic transmission
- Automatic safety step
- Reverse camera with sensors front and rear
- Cargo barrier
- Tow bar
- 19 seats inclusive of driver with seat belts
- Diesel fuelled
- Trailer available on request
- Minimum MR licence is required
- Currently there are no access features for people with disability.

### Conditions

#### 1. APPLICATIONS/BOOKINGS

- 1.1 All applications must be on the official application form
- 1.2 Applicants must be 18 years or over
- 1.3 City of South Perth has the right to refuse an application
- 1.4 City of South Perth reserves the right to cancel any booking for City business, scheduled maintenance or due to unforeseen circumstances. City of South Perth Senior Citizen Centres will take priority over external bookings and in some instances may result in the cancellation of a community booking.

#### 2. CHARGES/BONDS

- 2.1 Cancellations made less than one week before the hire date will incur the full hire charge.
- 2.2 The hirer may make an application for a transfer to another date without forfeit of hire fees depending on circumstances and the availability of the vehicle. An amendment fee may be charged.

- 2.3 At the discretion of the City, the bond may be forfeited due to the following circumstances:
  - 2.3.1 damage to the vehicle
  - 2.3.2 claims made on the City by a third party resulting from an action by the hirer
  - 2.3.3 damage to other vehicles, property or persons
  - 2.3.4 the vehicle not being returned on time
  - 2.3.5 the vehicle not being returned in a clean and tidy condition
  - 2.3.6 the vehicle not being secured properly in the vehicle compound.
- 2.4 The City reserves the right to seek recompense in excess of the bond if the conditions of hire are breached

### **3. RESTRICTIONS**

- 3.1 The vehicle is to be used for commuter use of clients/members only and hirers are prohibited from charging for use of the vehicle
- 3.2 The vehicle is only available for the hirer and will not be available for use by any third party
- 3.3 The vehicle is not to be taken further than a radius of 100km from the City's Operations Centre, 199 Thelma Street Como.
- 3.4 The vehicle is not permitted to travel outside the metropolitan area
- 3.5 The vehicle is not to be taken off the road under any circumstances and can only be driven on sealed roads within the boundaries identified
- 3.6 No food or drink is to be consumed in the vehicle
- 3.7 No smoking is to take place within the vehicle
- 3.8 Drivers must not drive the vehicle if under the influence of drugs or alcohol
- 3.9 The vehicle may be unavailable at any time due to factors beyond the City's control such as damage, breakdown or late return by another hirer
- 3.10 The consumption of alcohol or taking of drugs by anyone on the Bus is not permitted

### **4. PICK UP and RETURN OF VEHICLE**

- 4.1 The vehicle is to be collected and returned to the Community Bus compound at the City's Operations Centre, 199 Thelma Street, COMO.
- 4.2 The hirer is responsible for ensuring the vehicle and compound is locked after pickup and return

### **5. PICK UP and RETURN OF KEYS**

- 5.1 Keys are collected from and returned to the George Burnett Leisure Centre Manning Road Karawara. Monday - Friday 8.30am - 5pm. Keys may be dropped off outside these hours in the afterhours key drop box at the above location.

### **6. DRIVER NOMINATION**

- 6.1 Drivers must be nominated by the group on the application form.
- 6.2 Drivers must hold a valid "MR" Class (old "B" Class) driver's licence or higher
- 6.3 The driver nominated will be the only person who has the right to drive the vehicle which has been booked
- 6.4 The City reserves the right to refuse a driver nomination
- 6.5 Groups must supply their own driver/s who must hold a current and appropriate licence to drive the vehicle applied for
- 6.6 The driver must declare if they have prior convictions for drunk or reckless driving

- 6.7 Failure of a driver to declare prior convictions may result in the City seeking compensation from the driver, should these convictions jeopardise any claim for damages or compensation from the City's insurers or a third party

## **7. CITY OF SOUTH PERTH RESPONSIBILITIES**

- 7.1 The City of South Perth will endeavour to provide a full tank of fuel for the hirer (please note: the City cannot refuel the bus outside the office hours of Monday - Friday 8am - 3pm)
- 7.2 The City will take every reasonable care and precaution to ensure that the bus is supplied in proper working order, but will not accept responsibility for breakdowns beyond their control
- 7.3 The City will make every effort to provide the hirer with a clean and tidy bus
- 7.4 The City is not responsible for any damage, theft or loss of property belonging to or the responsibility of the hirer

## **8. HIRERS RESPONSIBILITIES**

- 8.1 The hirer will be required to comply with operational and health and safety guidelines provided
- 8.2 The hirer must provide a supervisor for their activities if the driver has not agreed to take on that function
- 8.3 The hirer is responsible for returning the vehicle at the designated time and place and returning the keys to the South Perth Community Hall immediately after the vehicle is returned to the lock-up compound
- 8.4 The hirer is responsible for ensuring that the vehicle is returned in a clean and tidy condition, particularly the interior of the vehicle
- 8.5 The hirer is responsible for the cost of any fuel required in addition to that provided by the City
- 8.6 The hirer is responsible for ensuring the vehicle is locked whenever it is unattended
- 8.7 The hirer is responsible for the behaviour of all persons on the bus
- 8.8 The hirer is responsible for public liability insurance in respect to their activity, and must provide a copy of this to the City with their application
- 8.9 The hirer is responsible for ensuring that the logbook provided is completed at the start and finish of their booking
- 8.10 The hirer is responsible for ensuring the nominated driver attends an 'Induction Session' on the use of the bus and/or trailer. An appointment must be arranged with the City prior to use.
- 8.11 The hirer must report to the City immediately any incident, breakdown or damage that arises during its use of the bus. The hirer must assist the City's officers in immediately filling out an Incident Report, as directed by the Information Sheet located in the folder provided at the time of collecting keys
- 8.12 The hirer is responsible for ensuring alternative transport arrangements are in place for passengers of the vehicle, in the event that the bus is unable to be driven due to any incident, breakdown or damage beyond the City's control.

Note: The City maintains casual hirer's liability insurance for its facilities that provides some coverage for any person or group of persons (excluding sporting bodies, clubs, associations/incorporated bodies and corporations/commercial hirers) who hire a City facility for non-commercial or non-profit making purposes, up to eleven (11) occasions per calendar year.

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## Declaration of responsibility and acceptance of conditions

I am the applicant and hereby declare that I have read and fully understand this application and the Permit Conditions as provided by the City pertaining to this application for use of the City's community bus. By signing this application I agree to abide by these conditions and accept all associated requirements of these conditions. I declare that I have disclosed all relevant information pertaining to this application and acknowledge any consequences of failing to do so, including loss of bonds and potential prosecution. I acknowledge that I have completed and returned all attached application forms relevant to my event, and agree to abide by all conditions applied.

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please direct all facility booking enquiries to the City's central booking office located at the George Burnett Leisure Centre on 9474 0777 or email [enquiries@southperth.wa.gov.au](mailto:enquiries@southperth.wa.gov.au)

All additional forms or documents requested throughout the application form must be provided with the Application.