



## Shire of Kojonup Community Bus Hire Form

Name:	On Behalf of:	
Address:		
Start of Hire:	Return Date:	Pick Up Time:
Destination:	Contact Mobile:	
Number of passengers:	Wheelchair Access: Yes/No	

- By signing this form, I agree to abide by the Community Bus Rules as stated on page 2 of this document
- I agree to pay a \$\_\_\_\_\_ refundable bond to be forfeited if the bus is not returned in a clean condition.
- I agree to pay an excess of \$\_\_\_\_\_ in the event of an insurance claim resulting from any incident that occurs whilst the bus is under hire by myself.
- I agree to pay the fee as calculated on total km's travelled at appropriate rates
  - Community Group @ \$0.75/ km
  - Private / Business @ \$1.60 / km
- The bus will leave the depot with a full tank of fuel and it is to be returned with a full tank.
- The bus can only be picked up and returned during Depot opening hours as advised by Office staff.
- I agree that only the people nominated below will drive the bus whilst it is under my hire.

Driver 1:	Driver 2:
Address:	Address:
Licence Class:	Licence Class:
Licence Number:	Licence Number:

Signed by Hirer: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY DEPOT STAFF AT COMMENCEMENT OF HIRE AND UPON RETURN  
(All Parties to sign where appropriate)**

I agree that the bus is in a clean and tidy condition at the start of hire.			
<b>Confirmed by the Shire:</b>		<b>Confirmed Hirer:</b>	
Odometer reading at start of hire:		Date:	
<b>Confirmed by the Shire:</b>		<b>Confirmed Hirer:</b>	
Odometer reading at end of hire:		Date:	
Total km's travelled:			
<b>Confirmed by the Shire:</b>		<b>Confirmed Hirer:</b>	
Returned in clean condition	Yes/No		
<b>Depot Staff Comment and Sign:</b>			

**Office Use**

Fees to be determined as per current year Fees and Charges in Council Budget:

- Community Group @ \$0.75/ km
- Private / Business @ \$1.60 / km

Drivers Licence sighted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 \$\_\_\_\_\_ Bond receipt number: \_\_\_\_\_ Date: \_\_\_\_\_  
 Cleaning bond returned: \_\_\_\_\_ Date: \_\_\_\_\_



## SHIRE OF KOJONUP COMMUNITY BUS RULES

### **Council Policy**

It is the policy of the Shire of Kojonup to provide a wheelchair adapted bus for the primary use of the residents of Springhaven Lodge for recreational outings and also for the use of local groups, organisations and private individuals as determined by Council.

### **Objectives**

To provide access to specialist transport facilities to the residents of Kojonup for educational, recreational and social outings to improve their quality of life.

### **Guidelines**

1. The hirer shall provide a suitable licensed driver when hiring the bus, and proof of the driver's licence will be required before taking charge of the vehicle.
2. Smoking in the bus is not permitted.
3. Every person who hires the bus shall ensure that it is returned in a clean and tidy state and any cleaning costs incurred by the Shire will be at the expense of the hirer.
4. Any damage to the vehicle, such as graffiti, occurring during the hire shall be repaired at the expense of the person hiring the bus.
5. Any deliberate damage will restrict the hirer's use of the bus in the future.
6. The Council reserves the right to reject/cancel a booking at the discretion of the Chief Executive Officer.
7. The group/person hiring the vehicle shall be responsible for its security.
8. Travel will be restricted to within the South West land division of the State unless prior approval is granted by the Council.