



PRM-POL-05-01: APPLICATION FOR HIRE OF COMMUNITY BUS

Version No:	1.0
Issued:	January 2016
Next Review:	July 2016

Responsibility:	Governance
Minutes reference:	12/15 - C311 CDO/10/15
Applicable Legislation:	Liquor Licensing Act 1997 Work Health & Safety Act 2012
Related Policies/Procedures/Codes:	PRM-POL-05 – Community Bus Transport Scheme PRM-POL-05-02 – Application for Volunteer Driver
Review Frequency:	Budget review & at expiration of lease with CDEC

NAME OF PERSON / ORGANISATION	
CONTACT PERSON & PHONE NO:	
POSTAL ADDRESS	
NAME OF RESPONSIBLE PERSON:	
NAME OF DRIVERS (S) (Please attach photocopy of Licence(s) if not received previously)	
DATE/S OF USE	
INTENDED DESTINATION	
DESCRIPTION OF EVENT / REASON FOR HIRE	
APPROXIMATE DISTANCE	
TO BE PICKED UP (approx time / day)	
TO BE RETURNED (approx time / day)	
LIQUOR LICENCE REQUIRED / COPY TO COUNCIL	
WHEELCHAIR ACCESS REQUIRED (indicate if 1 or 2)	

HIRER(S) COMMITMENT

C:\Users\janderson\AppData\Local\Microsoft\Windows\NetCache\Content.Outlook\8M2LA0FB\Template - Application for hire of Community Bus - PRM-POL-01.docx	Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.	Page 1 of 2 This copy printed on: 26/09/2017
---	---	---



PRM-POL-05-01: APPLICATION FOR HIRE OF COMMUNITY BUS

Version No:	1.0
Issued:	January 2016
Next Review:	July 2016

1. Prior to Use:

- Read the Community Bus Policy and be sure of your and your organisation’s responsibility contained therein.

2. Upon Collection:

- Check the bus is clean and shows no visible sign of damage
- General inspection for anything unusual or outstanding
- Check that the log book is in the bus and complete the odometer reading at that time and trip purpose

3. Upon Return

- Check that the bus is clean and tidy
- Complete the log book (including odometer reading and driver signature)
- Return all paperwork and keys to Council's Office

I/We certify that I /We have read the Community Bus Policy and will abide by the said Policy as stated. Further, I accept responsibility for cleaning the exterior and 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 Council’s fees and charges with a tax invoice being sent to the hirer.

I acknowledge and understand that any further on-hiring of the vehicle to a third party by the agreed hirer (undersigned) is not permitted and will void any insurance in place with Council and the hirer will become liable for all costs incurred.

Signed by Applicant:..... Date:/...../.....

OFFICE USE ONLY

APPROVED? YES / NO IF NO, STATE REASONS:

<input type="checkbox"/> Bus Driver on Approved Driver List & Inducted (arrange this to occur if not already on list)	
Arrangements for collection / return (please provide details)	
Collection:	Return:
<input type="checkbox"/> Entry made in Community Bus Calendar?	
Staff Name:	Staff Signature: