



# CITY OF BAYSWATER COMMUNITY BUSES - CONDITIONS OF HIRE



## Bus Usage

- In order for the City of Bayswater to assist in building the capacity of local community groups utilising the City's bus hire service, not-for-profit groups may hire the bus free of charge (see footnote 1) in accordance with Council's *Waivers, Concessions and Definitions for Fees and Charges Policy*, up to a maximum of eight (8) times per financial year (1 July - 30 June).
- If a not-for-profit group wishes to exceed this limit within any financial year, the bus can be hired for a fee in accordance with City's annual Schedule of Fees and Charges. Bookings will re-set to eight (8) at the commencement of the next financial year.

Community buses are only to be used for community activities *within the metropolitan area up to a maximum of a 100 kilometre round trip, per booking* from the City of Bayswater's Paddy Walker Works Depot at 15 Wright Street, Bayswater, unless prior approval has been given by the City's Manager Community Development. A map of the boundary is included at the end of this document.

Bookings, allocations, travel to destinations beyond the prescribed limit, and scheduling of the bus to organisations outside the City are at the discretion of the Manager Community Development.

- Community buses are only available to the hirer and must only be driven by City of Bayswater volunteer bus drivers. Third party use is strictly not permitted.
- For community development events or programs run by the City of Bayswater, the City's booking requirements will take precedence.
- The City of Bayswater reserves the right to refuse a request for hire of the community bus if the applicant does not meet the eligibility criteria.

## Bus Bookings

- All groups wishing to hire a community bus must submit a completed *Community Bus Hire Application Form*, available from the City's website, or by the City's Community Development Support Officer via email or post, or by calling (08) 9272 0974. If a group wishes to cancel or amend a bus hire booking, the group must complete and submit a *Change in Details* form to the Community Development Support Officer.
- To ensure equitable use, bus hire booking requests are to be made not more than three (3) months in advance.
- In the event of a bus being unavailable for any specific date, every effort will be made to give advance notice to the user group. However, the responsibility is on the user group to make alternative arrangements at such times.
- Bookings, allocations, travel to destinations beyond the prescribed limit, and scheduling of the bus to organisations outside the City are at the discretion of the Manager Community Development.

<sup>1</sup> Hire of the bus is free; however, user groups are required to refuel the bus at their own cost on the completion of each booking. See 'Bus Collection/Return' section below.

## Bus Collection / Return

- Bus keys and the driver's satchel (containing a logbook, *Pre-Start Vehicle Check Forms* (Appendix D) street guide, information relation to breakdowns, and other important information) must be collected from the City of Bayswater Depot Control Officer at 15 Wright Street, Bayswater, between the hours of 8.00am and 3.45pm, Monday to Friday (unless the bus has been booked for after hours' use, or prior arrangements have been made);
- At the commencement of any journey, the driver must undertake a brief inspection of the bus, and note any damage or concerns on a *Pre-Start Vehicle Check Form*, included in the bus satchel.

The driver must also record the following information in the logbook provided: *User group name, driver's name, bus name/number, date, group, destination, and bus odometer reading at start of journey.*

At the end of any journey, the driver must again enter the bus odometer reading and sign the logbook, before returning the logbook and driver's satchel to the Depot Control Office; and

- For evening and weekend users - bus keys must be collected on Friday afternoon (before 3.45pm). The bus must be returned to the City's Depot as soon as practicable after completion of use. *Please call the City of Bayswater's Rangers and Security Service team approximately 30 minutes prior to arriving at the Works Depot gate on 1300 360 333 (so the gates can be unlocked).*

It is the responsibility of each hirer to refill the buses with fuel to a full tank at their cost, upon their return of the vehicle. Each vehicle used must be re-fuelled with the fuel type specified in the manufacturer's specifications. Failure to refuel incurs charges, as set out in the City's *Annual Schedule of Fees and Charges* on the City's website.

## Bus Drivers and Licensing

- Only City of Bayswater registered volunteers are authorised to drive community buses. A 'C' class licence is required to drive the Bendigo (10 seater) bus. To drive the City's other two buses (16 and 17 seaters), volunteers must have an F-extension to their licence, and hold one of the following current Driver's Licence classes: LR, MR, HR, HC or MC.
- All volunteer drivers will be required to attend an induction prior to driving a City of Bayswater bus (please see 'Induction' section below).
- The nominated driver must report any criminal convictions or significant traffic infringements to the City on the *Community Bus Hire Application Form* prior to driving a community bus, and also thereafter, if any such convictions or infringements occur.

## Cleanliness of Buses

- It is the responsibility of the hirer to return the bus in a clean, tidy and undamaged condition. If a user group leaves rubbish on the bus, the user group will be notified and, depending on the severity, may be asked to pay for the cleaning of the bus.

Failure to comply with a condition of hire by not leaving the bus/es clean and tidy after each use may affect the user group's ability to hire the bus again. As per the City's Management Practice, groups may be refused access to the City's bus buses at the discretion of the Manager Community Development.

## Fees

- If applicable, the City will issue the appropriate user group an invoice for the hire fee of \$20, once the journey is complete.

## **Induction**

- City of Bayswater registered volunteers will undergo an induction prior to driving a community bus for the first time. These inductions are coordinated by the City's Community Development Officer (Volunteers).

## **Insurance**

- The City of Bayswater's motor vehicle insurance policy provides coverage to the following community groups for property damage and third party injury:
  - Not for profit community organisations and clubs; and
  - Schools
- Profit-making groups, organisations and businesses are not covered for personal injury, bus damage or third party property damage under the City's insurances.

## **Safety / Accidents / Damage / Breakdown**

- The nominated driver will be required to comply with all operational and health and safety guidelines provided.
- The nominated driver will be responsible for the safety of the vehicle whilst in use (see attached Application Form).
- If seat belts are provided in the bus, it is the responsibility of the hirer to ensure that all passengers wear a seat belt. Failure to wear seat belts in a bus is an offence and attracts the same penalties as failing to wear a seat belt in a car.
- The number of passengers allowable for each vehicle must not be exceeded.
- All users must abide by the 'No Smoking rule on all community buses.
- Any damage to the bus is to be immediately reported to the Depot Workshop (9271 6760) on return of the bus.
- Drivers must notify the City's Depot (9271 6760) of any mechanical problems experienced during use of the vehicle; this should also be recorded in the logbook.
- The buses must only be driven on sealed roads and no travel is permitted outside the metropolitan area (see point 6 of Management Practice). The bus shall not traverse unmade roads or tracks that would have a detrimental effect on the bus.
- In the event of an accident or breakdown during business hours, bus hirers are to contact the City's Depot Supervisor on 9271 6760.

## MAP OF CITY OF BAYSWATER BUS HIRE BOUNDARIES

**PLEASE NOTE: TRAVEL IS NOT PERMITTED OUTSIDE THE RED PERIMETER SHOWN BELOW.**

- North to Yanchep
- East to Wundowie
- South to Rockingham

