

# Community Bus Conditions of Hire

## 1. Bus Usage

- 1.1 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).
- 1.2 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.

- 1.3 Community buses may be hired five days per week (Monday to Friday), excluding public holidays and a two week shut-down period over Christmas and the New Year. Furthermore, buses may only be hired on a daily basis (i.e. all buses must be returned to the City's Depot on the same day as being hired). Bookings after hours from Monday-Friday are at the discretion of the Manager Community Development.
- 1.4 Community buses are only available to the hirer and must only be driven by City of Bayswater registered volunteer bus drivers. Third party use is strictly not permitted.
- 1.5 For community development events or programs run by the City of Bayswater, the City's booking requirements will take precedence.
- 1.6 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.
- 1.7 Both vehicles are fitted with internal hydraulic wheelchair hoists to lift passengers into the bus.
- 1.8 There should be a nominated person responsible for the group's medical and mobility requirements.

**Please note: Our volunteer bus drivers are not trained or permitted to administer any medicines or perform medical tasks. Volunteer bus drivers and staff are only permitted to provide basic assistance (i.e. excludes assistance with mobility).**

## 2. Bus Bookings

- 2.1 All groups wishing to hire a community bus must submit a completed *Community Bus Hire Application Form*, available from the City's website, or from the City's Community Development Support Officer via email or post, 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.
- 2.2 To ensure equitable use, bus hire booking requests are to be made not more than three (3) months in advance.
- 2.3 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.

2.4 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.

### **3. Bus Collection / Return**

3.1 The nominated driver will collect the bus from the City of Bayswater Depot Control Officer at 15 Wright Street, Bayswater and meet the hirer at an agreed location.

**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.**

### **4. Bus Drivers and Licensing**

4.1 Only City of Bayswater registered volunteers are authorised to drive community buses.

### **5. Cleanliness of Buses**

5.1 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.

5.2 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.

### **6. Fees**

6.1 If applicable, a hire fee (in accordance the City of Bayswater's *Annual Schedule of Fees and Charges*) is to be paid at the Civic Centre, prior to each journey, or as otherwise arranged.

### **7. Insurance**

7.1 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

7.2 Profit-making groups, organisations and businesses are not covered for personal injury, bus damage or third party property damage under the City's insurances.

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

8.1 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.

8.2 All users must abide by the 'No Smoking' rule on all community buses.

# Frequently asked questions

## 1. Who is eligible to hire a community bus?

- Not-for-profit community groups, clubs and schools that have their primary base of operation located within the City of Bayswater. **These groups will not be charged a hire fee;** and
- Other City of Bayswater community organisations, including 'for-profit' groups, can hire the bus at a low cost fee.

All user groups must read and comply with the Community Bus Hire Conditions of Hire. You can view this document on the City's website, and it is also attached to the Application Form.

## 2. How many buses are there available for hire and how many people do they seat?

The City supports the provision of two community buses for hire within the Perth metropolitan area. One bus seats 15 people, and one seats 17 people (excludes the driver).

## 3. What are the specifications of the buses?

### Coaster 1

- Seating capacity - 17 (excluding driver)
- Internal hydraulic wheelchair hoist

### Coaster 2

- Seating capacity - 15 (excluding driver)
- Internal hydraulic wheelchair hoist

## PLEASE NOTE:

**Both vehicles are fitted with internal hydraulic wheelchair hoists to lift passengers into the bus; however, the passenger must be able to transfer to a permanent seat in the bus and utilise the seat belt. There is no option for any passenger to remain in a wheelchair whilst travelling, as the buses are not equipped with wheelchair restraint systems.**

## 4. Where can I get a Bus Hire Application Form?

Call our Community Development Team on 9272 0974 and request a form to be posted or emailed to you.

## 5. How much does it cost for profit-making businesses to hire a bus?

'For-profit groups' are required to pay a \$20 hire fee per booking and are required to refuel the bus to a full tank upon return of the bus.

## 6. How many times can our not-for-profit group hire the bus per year?

Bus hire is capped at eight (8) times per year at no cost to not-for-profit groups, clubs and schools that have their primary base of operation located within the City of Bayswater.

## 7. Why is bus hire capped to eight (8) times per year for not-for-profit groups, clubs and schools?

Bus hire has been capped to eight times per financial year (July to June the following year) to ensure equitable use for all groups. Bookings will re-set to eight at the commencement of the next financial year.

Not-for-profit groups and clubs are not required to pay a hire fee unless they exceed eight (8) times per financial year.

**8. How much will we be charged if we want to book a bus more than the capped amount of eight times per year?**

Any bookings made by not-for-profit groups that exceed the capped amount of eight times per year will incur a \$20 hire fee per booking, as per the City's *Annual Schedule of Fees and Charges*. Please note: Bookings beyond the prescribed limit are at the discretion of the Manager Community Development.

**9. What are the hours of operation for the community buses?**

- 3.1 You can hire a bus Monday to Friday between 8am and 3.45pm, as buses must be returned to the Depot before the Depot closes at 4pm. Times are dependent on driver availability; our drivers are City of Bayswater registered volunteers. Bookings after hours from Monday-Friday are at the discretion of the Manager Community Development.

**10. How far can we go in the bus?**

You are permitted to travel up to a 100km return trip, within the stipulated boundary. See attached map for boundaries in all directions.

**11. Can we use our own driver to drive the bus for our trip?**

Only City of Bayswater volunteer bus drivers are permitted to drive the vehicles, for insurance purposes. Third party use is not permitted.

**12. How do I find a City of Bayswater volunteer bus driver to drive for our group?**

Contact the City's Community Development Team on 9272 0974, and an officer will organise a driver for you.

**13. How do we re-fuel the bus?**

Your volunteer driver will re-fuel the bus with the appropriate fuel (at your cost) at a service station on the return journey to the Depot. Failure to re-fuel the bus will incur charges, as set out in the City's *Annual Schedule of Fees and Charges*. This document is on the City's website.

**14. Can I submit my bus bookings for the next six or 12 months in one go?**

To ensure equitable use, bus bookings are not to be made more than three (3) months in advance by any user group.

**15. Our group usually goes to Mandurah at Christmas. As this is outside the new 100km round trip boundary for travel, does it mean we can't go there anymore?**

If you wish to submit an application for travel outside the 100km round trip boundary, please clearly state the purpose of your journey and your application will be considered by the Manager Community Development.

***For more information, or if you have further questions, please contact the City's Community Development Team on 9272 0974.***

**APPENDIX D - 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

