



The Community Bus is required to be refueled before returning to Shire Depot.

Please inspect the bus prior to removing the bus from the depot as any uncleanliness, broken, damaged or wear and tear on the bus may be considered your responsibility.

### **COMMUNITY BUS – CLEANING GUIDELINES**

The Northampton/Kalbarri Community Bus is available for hire for the general public and must be cleaned prior to its return, this is for general upkeep and to ensure those who hire the bus enjoy the privilege. If these general guidelines are followed then you can ensure your bond will be returned in a timely manner.

1. Floor to be swept and mopped.
2. All rubbish is to be picked up and disposed of (including emptying of bin).
3. No graffiti of any kind.
4. Check all seats for dirt and cleanliness.
5. Any damage or wear and tear is to be reported upon return of "Bus Book".
6. Ensure no items of passengers, i.e. clothing etc, remain on the bus.
7. Outside does not require cleaning if travel short (bus is hired for 24 hrs or less) and the mode of transport is on bitumen, but if gravel roads are required for travel and/or the bus is hired for extended periods of time (more than 24hrs) then the outside does require cleaning.

Keys and book are to be returned to the shire office where a staff member will be notified to inspect the bus and confirm if the bond is to be returned.