



Shire of Northampton

NORTHAMPTON COMMUNITY BUS HIRE FORM

Hirers must read all of this form before use of the vehicle so that they are fully aware of all the terms and conditions of the Hire Agreement.

CONDITIONS OF HIRE

1. All bookings to be made at the Shire Office.
2. The keys to be picked up at the Shire Office.
3. Keys to be returned to the Shire Office at the first available opportunity during office hours
4. **A \$200.00 bond will be charged in accordance with Council Policy and held in a trust account. The bond must be paid at the time of booking the bus to ensure confirmation of that booking.**
5. **The bond may be retained in the event that non-payment occurs and/or the cleanliness of the bus is not satisfactory (Council's decision on cleanliness of the bus upon return is final).**
6. **All groups who regularly hire the bus may pay the bond at the beginning of the year/season to be reimbursed at the end of the year/season.**
7. User to make sure the inside of the bus is clean and tidy before returning the keys. If not clean, they will be asked to clean it, or a cleaning fee will be charged @ \$20.00 per hour. **Council's decision on cleanliness of the bus upon return is final.**
8. **If the hirer picks up the bus in an unsatisfactory condition, the hirer must contact the Shire Office immediately.**
9. Damages or breakages which result from misuse by the user are the responsibility of the user and all replacement or repair costs will be charged to the user. Repairs arising from normal usage are the responsibility of Council.
10. In the case of a motor vehicle accident where the hirer is proven to be negligent, the hirer is liable for the first \$300.00 arising out of an Insurance Claim to cover Council's \$300.00 excess, in all other circumstances Council will carry the excess.
11. The hirer is responsible for the safety of all passengers.

12. Smoking is not permitted in the bus at any time.
13. In the case of breakdowns of the bus, the hirer is to make every endeavour to return the bus to Northampton and the alternate transport of passengers becomes the sole responsibility of the hirer.
14. During use the hirer shall check the oil, water and tyres at regular intervals.
15. When picked up, the bus will have a full tank of diesel fuel. The hirer is to ensure that they fill up the tank on returning the bus.

The Shire of Northampton retains the right to change, alter or adopt new rules as they wish, also to refuse use of the Bus if they wish.

Comfortably seats 28 with driver.

This form is to be retained by the Hirer for their information

- Cleaning products are kept in the rear of the Bus.

**The Northampton Community Bus has been provided with the assistance of
Department of Veterans Affairs, Lotteries WA
and the Shire of Northampton**

Application to use the Northampton Community Bus

This form is to be filled out on the understanding that the Northampton Community Bus Form has been read and understood.

I (Name) _____

of (Address) _____

hereby make application on behalf of (Group) _____

for the use of the Community Bus on (Date/s) _____

Name of Driver _____

Drivers License sighted and Number _____

Journey Details (Proposed Route) _____

_____ **Approximate kilometres to be travelled** _____

I will be picking up the bus on (Date) _____ at (Time) _____

and returning it on (Date) _____ at (Time) _____

The Hire charge for the bus is \$0.65 per kilometre (inc GST) or \$0.55 per kilometre (inc GST) for seniors and youth (under age of 17years) groups, a bond of \$200.00 to be paid immediately to confirm booking date/s, plus fuel. Please note if the bond is not received the booking will not be confirmed.

DECLARATION

I agree to be responsible for and indemnify the Shire of Northampton for any loss or damage that is caused to the bus either by negligence, unskillfulness or improper use by any person.

I also agree to observe all provisions of the Traffic Act, its Regulations and the conditions of hire applicable. It should be noted that to drive the Bus, it is necessary to hold a current **LR** Class Licence. If the driver is to receive a reward to drive the bus on behalf of the hirer which exceeds \$0.70 per kilometre then they must hold a current **LR-F** Class Licence this includes driving the bus during hours of employment.

I hereby agree to pay all hire charges and/or additional costs associated with the hire of the Community Bus. I acknowledge that a deposit or part/full payment may be required prior to hire and that Council's decision on cleanliness is final.

Signature of User or Agent _____ Date _____

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OFFICE USE ONLY

Hire Approved

Hire Not Approved

Signature of Chief Executive Officer _____ Date _____