

COMMUNITY BUS HIRE TERMS & CONDITIONS

(Refer to Section 7.3 Community Transport Charter Policy)

Use of the Community Bus requires agreement by the hirer to comply with the Terms and Conditions of Hire, payment by the hirer of the required fees, and approval of Council Administration.

- All community bus charters must use a driver who is a registered Light Regional Council volunteer driver; hirers shall not allow any other person to act as the driver. Light Regional Council shall not be responsible for any injury, loss or damage to property belonging to the hirer or any person using or travelling on the community bus under the Hire Agreement.
- An invoice will be issued for the hire of the community after completion of the hire. The bus hire is charged in accordance with Council's Schedule of Fees and Charges - please refer to the Schedule of Fees and Charges on Council's website at <https://www.light.sa.gov.au/yourcouncil/documents-and-forms/document>
- Start and finish odometer readings and hirer details must be recorded in the log book provided.
- The driver will be issued with a cleaning kit when collecting the keys for the community bus and will be required to undertake mandatory cleaning of high touch surfaces prior to passengers embarking and then upon the return of the bus to Council's Operations Centre. The driver will be required to sign a declaration to confirm that mandatory cleaning has been undertaken.

Driver responsibilities

- All volunteer drivers must hold a current Class 'C' drivers licence, and the said licence must be produced for Council Administration to sight when registering as a volunteer driver. A register will be maintained noting licence expiry date. Should a volunteer drivers licence expire they must produce a renewed licence to Council Administration. All volunteer drivers to notify Council of any change or restriction applied to their drivers licence;
- Volunteer drivers may be required provide a current Department of Community and Social Inclusion Vulnerable Person Related Screening (covering volunteering activities with children, aged persons, or people with a disability);
- All volunteer drivers must not have consumed alcohol or drugs. It is an offence for the driver of the community bus to have any alcohol or drugs in their system whilst driving the bus. A volunteer driver's blood alcohol or drug reading must be zero (0);
- All parking and traffic violations are the full responsibility of the driver at the time of the offence;
- All accidents and incidents, with or without injury, must be recorded on an Incident Report form as soon as possible and returned to Council Administration. If the accident involves another vehicle, volunteer drivers must record the details of that vehicle along with driver's name, licence number, and contact details.

General conditions

- The responsibility of the community bus is transferred to the hirer when the hire agreement is completed and the keys are collected;
- The hirer must ensure the community bus is parked correctly and in a secure place;

- The hirer of the community bus is responsible for the return of the vehicle at the agreed time and location. It is the responsibility of the hirer to notify Council's Administration of any alteration to the agreed return time and/or location;
- No smoking, eating or drinking allowed on the bus at any time;
- No animals are permitted in the bus, with special exemption for registered guide dogs and registered companion dogs with their owners;
- The hirer is responsible for the acceptable behaviour of passengers, any behaviour that is disorderly or unlawful is not permitted;
- The hirer shall be responsible for costs associated with malicious and wilful damage by passengers during the period of hire. The hirer will be responsible for all damage repair costs attributed to negligence on the part of the hirer;
- The hirer shall be responsible for the payment of any excess applicable to any insurance claim arising from the hire of the bus;
- Removal of any equipment from the vehicle (such as first aid kit, headset, etc.) will incur a charge being that cost to replace said item;
- At the end of the hire period the vehicle must be returned with at a full tank of fuel and cleaned to the condition the vehicle was in when collected, or the cost of cleaning will be charged to the hirer.

Safety requirements

- All passengers must remain seated and wear seatbelts whilst travelling on the bus. If no wheelchair passengers are being transported, the number of passengers must not exceed 12, including the driver. The number of passenger seats available will decrease depending on the number of wheelchairs being transported.
- The community bus will not be available for hire on any day where a fire danger rating of catastrophic is expected. Trips may be cancelled or rescheduled prior to or on the day of travel.
- On extreme/severe fire danger days the volunteer driver is responsible for the safety and wellbeing of their passengers and they are required to have a bushfire management plan in place prior to use of the community bus.

Signature: _____

Date: _____