



## Council Bus - Log

Pick up date		Drop off date	
Destination		Event	
Name of Hirer		Contact number	

### PASSENGER NAMES (if under 18 please provide age)

	NAME	ANY ADDITIONAL INFORMATION	Contact#
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

<p><b>Start: Odometer reading</b> _____ <b>End: Odometer reading</b> _____</p> <p>Bus Refuelled:                      Yes                      No</p>
---

Driver Name \_\_\_\_\_ Signature \_\_\_\_\_

## COMMUNITY BUS HIRE – CHECKLIST

<i>This section to be completed by Coomalie Council Administration Officer</i>		Tick
1	The name/s of the driver/s has been nominated on the Hire Agreement Form.	
2	Driver/s hold/s a current “LR” driver’s licence.	
3	Copy of driver’s licence/s on file.	
4	If carrying <b>paying</b> passengers driver/s licence/s has been checked for an ( <i>h</i> ) endorsement.	

Signature of Council Officer:

Date

<i>This section to be completed by Service Worker on Fridays or as required</i>		
5	Checked the bus is clean inside and out.	
6	Checked the fuel, water, oil and tyre pressure.	
7	Checked the condition of the bus and noted any concerns below in the Comments section below.	
8	Checked First Aid Kit contains adequate supplies.	

Signature of Council Officer:

Date

<i>This section to be completed by the hirer/driver</i>		
9	Checked the condition of the bus and noted any concerns below in the Comments section.	
10	Recorded the odometer reading in <b>Council Bus – Log</b> prior to departure.	
11	Returned the bus with a full tank of diesel fuel. (Does not apply to BSDAC for Saturday use).	
12	Recorded the odometer reading in <b>Council Bus – Log</b> at conclusion of journey.	
13	Bus is in same condition as when collected.	
14	Returned keys to designated location or Council Officer.	
15	<b>Council Bus – Log and Checklist</b> signed and returned to designated location or Council Officer.	
<b>Comments CCGC</b>		<b>Comments Hirer/Driver</b>

Signature of Hirer or Driver:

Date