

4.3 COOMALIE COUNCIL COMMUNITY BUS

Policy Number	4.3	Date Commenced	13/09/07
Date Adopted	12/09/07	Resolution Number	
Review Timeframe	4 years	Resolution Number	19/03/2013/007
Last Review Date	20/10/2015	Next Scheduled Review Date	October 2019
Policy Responsibility	Council and Chief Executive Officer		

Document History

Version	Date Amended	Details Comments e.g. Resolution Number
	09/10/07	The word only be removed from the forms and it read "The Community bus is to be used for Council approved sport, recreation and community purposes."
	13/01/08	One trip per month with the trip to be on a non-pension week; cost \$10.00 per person with a minimum payment by the group of \$100.00
2	19/3/2013	19/03/2013/007
3	20/10/2015	Resolution 20/10/2015/009 Overview clarified and km rate reviewed with fees and charges annually.

OVERVIEW

The purpose of the bus is to provide transport for not for profit community group purposes and Council approved sport and recreation activities. The bus is not to be used for commercial private purposes.

The Community bus has a carrying capacity of 21 passengers including the driver.

OBJECTIVE

To establish the Coomalie Community Government Councils guidelines for the operation and use of the Coomalie Bus by community groups.

POLICY STATEMENT

The Community bus is housed in the Council Depot garage situated at 141 Cameron Road Batchelor.

The Community bus is to be used for Council approved sport, recreation and community purposes and is **not** to be hired to outside parties without the permission of Council.

An accredited 'LR' (Light Rigid) licence must be held by the designated driver of the bus and if carrying **paying** passengers an (*h*) *endorsement* is also required.

BUS HIRER

- The **Bus Hire Agreement** is to be completed when a booking to use the bus is made.
- Must comply with the **Coomalie Community Government Council Community Bus – Conditions of Hire** and complete relevant sections of the checklist.
- Ensure only authorised persons who hold the appropriate drivers licence (“LR”) are permitted to drive the Community Bus, provided that the bus is hired by a group. **Paying** passengers require a bus driver with an *(h) endorsement*.
- Any damage to the bus, either internally or externally is to be reported to Council Office immediately.
- Interior of the bus is to be cleaned by the hirer at the conclusion of the journey.
- Upon return of the bus, any repairs or interior cleaning required will be charged to the group responsible for hiring the bus.
- The driver or organiser must record the odometer reading prior to departure and at the conclusion of the journey on the **Council Bus - Log**.
- The bus is to be re-fuelled prior to return (unless special Council endorsed variations apply).
- The bus contains a First Aid Kit located at the front of the bus.
- For bus hire where children are the passengers 2 adults; i.e. 1 driver and 1 supervisor must accompany the children on the bus.

Cost of Bus Hire

Unless special Council endorsed variations apply the costs to the hirer are \$1.00 per kilometre plus the cost of fuel used.

The cost per kilometre rate will be reviewed annually when Council reviews its fees and charges.

COUNCIL STAFF RESPONSIBILITIES

Administration

- Maintain appropriate insurance cover.
- Provide Hirer with a copy of:
 - **Bus Hire Agreement**
 - **Coomalie Community Government Council Community Bus – Conditions of Hire and checklist.**
 - **Council Bus - Log**
- Maintain a Register of bus drivers; checking that they hold the appropriate licence.
- Check that the **Council Bus – Log** has been completed and payment arrangements established at each time of hire.

Operations Officers/Community Recreation Officer

- House the bus at the Council Depot.

- Arrange and monitor all maintenance checks and services.
- Clean the bus each week or as required and check it is fully fuelled.
- Ensure the bus first aid kit is fully stocked and fire extinguisher is working.

BUS DRIVERS RESPONSIBILITIES

- Only drive bus on gazetted roads.
- No smoking on the bus.
- No consumption of alcohol on the bus.
- Hold an 'LR' drivers licence unless passengers are paying when an *(h) endorsement is required*.
- Fill out the Council Bus - Log recording the odometer reading prior to departure and at the conclusion of the journey.
- The driver has the right to refuse and or offload passengers who do not comply with his/her directions.

PASSENGERS RESPONSIBILITIES

- No smoking on the bus.
- No consumption of alcohol on the bus.
- Passengers must comply with the drivers directions at all times.
- The driver has the right to refuse and or offload passengers who do not comply with his/her directions.
- Passengers are required to remain seated at all times with seat belts securely fastened whilst the bus is in motion.

COUNCIL ENDORSED VARIATIONS TO THIS POLICY

COTA (Council of the Aged)

COTA are not required to pay the fee of \$1.00 per kilometre but must:

- Comply with the Coomalie Community Government Council bus hire conditions.
- Pay for the cost of fuel used by refuelling the bus before returning it to Council.

SCHOOL GROUPS

School groups are not required to pay the fee of \$1.00 per kilometre but must:

- Comply with the Coomalie Community Government Council bus hire conditions.
- Pay for the cost of fuel used by refuelling the bus before returning it to Council.

BATCHELOR SEVENTH DAY ADVENTIST CHURCH (BSDAC)

BSDAC are not required to pay the fee of \$1.00 per kilometre but must:

- Comply with the Coomalie Community Government Council bus hire conditions.
- Pay for the cost of fuel used when the bus **has been taken outside** of the Batchelor Township.

CRO (Community Recreation Officer)

CRO activities are not required to pay the fee of \$1.00 per kilometre but must:

- Comply with the Coomalie Community Government Council bus hire conditions.

Note: Coomalie Community Government Council will meet the fuel costs unless monies are available through approved grant funding.

COOMALIE COMMUNITY GOVERNMENT COUNCIL COMMUNITY BUS CONDITIONS OF HIRE

These conditions shall form part of the agreement for the hire of the Community Bus:

1. A **Hire Agreement Form and checklist** is to be completed prior to the hire of the bus.
2. The keys are to be picked up from the Council Administration Reception during normal office hours (8.00am – 4.00pm) and are to be returned to the Council Administration Reception after use unless **other approved arrangements are in place**.
3. The hirer shall ensure that the bus is returned at or prior to the designated time unless prior arrangements are made with the CEO.
4. The hirer must nominate person/persons as the driver of the bus for the designated hire period and shall not allow any other person to act as the bus driver.
5. If the bus is hired at night, the bus must be returned before 9.00am the following morning.
6. The hirer shall be responsible for costs associated with malicious and wilful damage by passengers during the period of hire.
7. The hirer shall be responsible for all damages/repair costs attributable to negligence on the part of the hirer.
8. The hirer shall be responsible for the payment of the \$1000.00 excess applicable to any insurance claim arising from the hire of the bus.
9. The hirer shall be liable for all repair/replacement costs associated with the vehicle in the event of an insurance claim being rejected due to the actions of the bus driver or a member of the hire group.
10. The hirer shall be responsible for the following in regard to the bus:
 - a) **DURING USE:** Fuel, water, oil and tyre pressure.
 - b) **AFTER USE:** Bus returned with a full tank of diesel fuel.
 - c) **KEYS:** Returned on the return date of the booking unless prior arrangements are made with the CEO.
 - d) **CLEANING:** Return of the bus in the condition in which it was collected or the cost of cleaning will be charged to the hirer.
 - e) **DRIVER:**
 - To be supplied by hirer.
 - Drivers of the Community Bus need to hold a current “LR” driver’s licence
 - The name of the driver/drivers to be nominated on the Hire Agreement Form and a copy of their drivers licence to be retained at the Coomalie Council Administration Reception.
 - Only drive bus on gazetted roads and in accordance with the designated speed limits.
 - Will not consume alcohol or be under the influence of drugs for the duration of his/her time as driver.
 - Shall enter the odometer readings into the **Council Bus – Log** provided and return with the keys.
 - f) **COST:** Community Bus: \$1.00 per kilometre
 - g) **PAYMENT** The hirer has the option of paying for the period of hire on return of the keys to the Council or can be invoiced for payment at the end of the month.
11. Community Bus maximum seating capacity is twenty one (21) including the driver.

12. Please note that the tow bar has a towing capacity of 1500kg and utilises a 24 volt electrical system.
13. In the case of a breakdown the responsibility of the Coomalie Council is solely for the bus. The transportation of passengers shall be the responsibility of the hirer.

After Hours Contact Council Officers

Chief Executive Officer	0427 760 058
Operations Manager	0427 760 059