

COOMALIE COMMUNITY GOVERNMENT COUNCIL



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COMMUNITY BUS HIRE AGREEMENT

Community Bus (Holds 21 people including the driver)

HIRER:

(Name/club/organisation/person)

(Address)

PERSON RESPONSIBLE FOR THE HIRING

Name: _____ Telephone: _____

Address: _____

PERIOD OF HIRE: Time: _____ Date: _____ **To** Time: _____ Date: _____

PURPOSE OF HIRE: _____

Estimated Distance: _____ Km's

DRIVER must hold a current "LR" driver's licence.

Name: _____ Alternative Driver: _____

Licence No: _____ Licence No: _____

Expiry: _____ Expiry: _____

PLEASE TICK THE FOLLOWING:

Payment Pay on day Invoice

I am aware of the conditions applicable to the hire of the bus, and hereby agree to them forming part of this hire agreement.

Signature of Hirer: _____ Date: _____

OFFICE USE ONLY

- HIRE RATE:**
- \$100 per day hire fee and fuel tank refuelled prior to return
 - Community Bus: \$1.00 per km (unless concessional use applies as per Council Policy)
 - 100% reduction of hire fee for senior group outings or coordinated senior function (Plus payment of fuel used)
 - 100% reduction of hire fee for recognised programs under 18 years of age during school holidays

AMOUNT PAID \$: _____

RECEIPT #: _____

DATE: _____



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** is to be completed prior to the hire of the bus
2. The keys are to be collected from the Council Reception during normal office hours (8.00am – 4.00pm) and are to be returned to the Council 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. The hirer is aware of the location of the first aid kit and fire extinguisher on the bus
6. If the bus is hired at night, the bus must be returned before 9.00am the following morning
7. The hirer shall be responsible for costs associated with malicious and wilful damage by passengers during the period of hire
8. Smoking, consumption of alcohol, glass and / or animals are prohibited on the bus
9. The hirer shall be responsible for all damages/repair costs attributable to negligence on the part of the hirer
10. 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
11. 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
12. 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:** Returning bus 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 the bus in the same condition in which it was collected. Coomalie Council reserves the right to charge a cleaning fee.
 - 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 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 and passengers names into the **Council Bus Log** provided and return with the keys
 - f) **PAYMENT:** The hirer has the option of paying for the period of hire on collection of the keys or can be invoiced for payment.
13. Community Bus maximum seating capacity is twenty one (21) including the driver
14. Please note that the tow bar has a towing capacity of 1500kg and utilises a 24 volt electrical system
15. 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 CONTACTS – COUNCIL OFFICERS

Chief Executive Officer	0427 760 058
Operations Manager	0427 760 059