



Shire of Manjimup Community Bus Conditions of Hire and Specifications

The Shire of Manjimup's Community Bus ('the bus') is a community service provided to address the acknowledged lack of public transport options in regional areas. The bus is made available to support core users to participate in programs and activities which benefit Shire residents.

In order to hire the bus please ensure you have read and understood the conditions of hire outlined below. You will also need to complete the attached **Community Bus Hire Application** form and return to the Shire Depot. Once your application has been processed you will be provided with a booking confirmation.

Shire Depot contact number: 9771 7767

Conditions of Hire

Hire Eligibility and Process

Bookings are made via the Shire Depot.

Not-for-profit organisations that service core users residing within the Shire of Manjimup are given priority use of the bus, those core users being;

- Youth
- Aged
- People with disability

Hire requests from individuals or organisations that service people outside of these core users can only be considered if the local bus company is unable to service their request.

Hirers must complete the **Community Bus Hire Application Form** which must be signed by a representative of the Hirer. This is to be returned to Shire Depot prior to confirmation of any booking.

The Shire reserves the right to cancel any bookings in the event the bus need to be serviced or repaired, or in the event of an emergency.

Fees, Charges and Insurance

Booking fees, kilometre charges, bonds, refuelling and cleaning costs will be charged in accordance with the Shire of Manjimup Fees & Charges.

Prior to the bus being released, all Hirers must pay a bond, refundable upon satisfactory bus inspection and key return.

Unless otherwise stated, hire charges will be taken out of non-recurring bonds.

Invoices are issued within five working days of the bus hire and must be settled within 30 days.

On authorisation for use of the bus, not-for-profit groups will be covered under the Shire of Manjimup motor vehicle insurance policy.

All other hirers will be required to confirm insurance arrangements with the Shire of Manjimup prior to authorisation of the hire being given.

In the event of an accident resulting in damage the Hirer must pay the insurance excess costs. The bond will be used towards this.

In the event of cancellation, two days' notice must be given otherwise the booking fee will be charged. Extenuating circumstances may be taken into consideration.

Vehicle Pick Up and Return

Unless pre-arranged, the bus is to be collected from and returned to the Shire Depot, located on 16-20 Wetherell Street, Manjimup between the hours of 7am and 4.30pm, Monday to Thursday and 7am and 3.30pm on Fridays.

The Hirer must return the bus with a full tank of fuel (above the full line of the fuel gauge). Failure to do so will result in extra charges being applied.

The bus must be returned in a clean and tidy condition (as per the Post-Hire Vehicle Inspection / Checklist). The bus must be washed on the outside and swept and mopped on the inside just prior to return to the Shire Depot. Failure to do so will result in extra charges being applied. Hirers are required to provide their own cleaning supplies.

Hirers will be provided with a bus log book to record the hire commencement and return dates, start and finish odometer readings, kilometers travelled, name of driver and signature. This must be completed and handed back to the Shire at the completion of hire.

Driver Requirements

Bus hire does not include a driver. It is the responsibility of the Hirer to arrange a suitable driver.

The driver must hold a current license for the class of vehicle, as well as hold a valid Passenger Transport Driver (PTD) authority.

The driver must present their original driver's license and PTD authority for copying and retaining on record, before the bus is used.

Driver Declaration forms must be completed by the driver prior to and post hire. Part A – Driver Acknowledgement and Part B – Pre-Hire Vehicle Inspection must be signed by the driver and returned to the Shire prior to hire commencing. Part C – Post-Hire Vehicle Inspection / Checklist must be completed, signed and returned to the Shire at the completion of hire.

Drivers must perform their duties within accordance of and to comply with all the provisions of the Road Traffic Act & the Dept. of Transport. Any infringements must be paid for by the Hirer.

It is the responsibility of the Hirer to ensure the driver is not under the influence of alcohol or any drug whilst driving the bus.

The bus must not be driven by any person other than the nominated driver.

Passenger Behavior

The Hirer is responsible for the behaviour of the passengers.

The total number of persons travelling in the bus must not exceed the number of passengers for which the bus is licenced. Only one person (child or adult) per single seat is allowed. Seatbelts, where available, must be worn.

No smoking or food or drink (other than bottled water) are to be consumed whilst in the bus.

Accident, Incident or Damage

The Hirer must advise Shire Depot staff of any defects prior to taking the bus out of the storage yard. If this does not occur, any defects will be attributed to the Hirer.

In the case of incident or accident the Hirer must contact the Shire Depot and file a report as soon as possible (within business hours). A Bus Hire Incident Report (provided by the Shire at the commencement of hire) should be completed as soon as possible after any incident or damage occurs on or to the bus (however minor). Examples can include an accident, road rage, verbal abuse or inappropriate behavior which may lead to a complaint to Council, or incidents which may lead to legal action.

In the case of breakdown call the Shire Depot. The Depot will contact the RAC if necessary. If the Depot is unattended call the RAC direct on 13 11 11.

Utilisation of the first aid kit and fire extinguisher (except in genuine emergency) must be reported and may be charged for at conclusion of hire.

COVID-19 Conditions

Hirers must comply with current COVID-19 government requirements.

Bus Specifications

License number	1033WA
Fuel (diesel, unleaded petrol, gas)	Diesel
Transmission	Automatic
Number of passengers	24 including Driver
Licence requirements	F endorsement and PTD authority
Seatbelts	Yes, must be worn according to normal road rules, including requirements for children.
Wheelchair accessibility	No
Storage space for shopping, prams and wheely walkers	In wheelchair space – only available when neither space is in use, and subject to suitable restraint and strapping down.
Height information	2.4 meters – not suitable for most undercover car parks, under verandas or trees.
Reversing aids – camera/beeper	No
Air conditioning/Heating	Heating and air-conditioning present.

