

	<h2>Community Bus Policy</h2>	Version No:	1.1
		Issued:	March 2016
		Next Review:	March 2019

1. **POLICY OBJECTIVE**

This policy aims to set guidelines within which Council's Community Bus will be operated and managed

The Community Bus ("the bus") is made available for use by community residents and groups to support activities and programs which benefit our residents.

2. **THE COMMUNITY BUS**

The bus is a 2012 Toyota Hiace Bus, diesel, automatic, registration number S857ATU, with a seating capacity of 12.

3. **APPLICATION AND BOOKING PROCEDURE**

The bus is available on a casual basis. Any user wishing to hire the bus is required to complete an "Community Bus Application Form" available from the Council website or at the Council Office, 6 Main Street, Cowell, or by phoning 08 8629 2019, during normal office hours 8.30am to 5.00pm Monday to Friday (excluding public holidays). Completion of "Community Bus Application Form" is required before the booking is confirmed. Bookings for the bus are processed in order of receipt and depend upon availability of the bus.

The applicant must nominate the approved driver who will be responsible for the bus and observing all traffic and parking laws and regulations. Once a booking is accepted the driver must provide a copy of their current drivers licence to the Council's Office before collection of the bus. This is the only person who will be authorised to collect, drive and return the bus. Council reserves the right to deny a booking.

4. **DRIVERS**

Hirers of the bus will have to provide their own driver, who will need to be over the age of twenty five (25) and hold an appropriate and current drivers licence as determined by Transport SA. Name/s of nominated drivers are required to be included on the application form.

The driver must maintain a zero blood alcohol level at all times when he/she is driving or in control of the bus.

The bus must not be driven by any person other than the nominated authorised driver unless prior notice is provided.

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5. PASSENGERS

The total number of persons travelling in the bus should not exceed the number of passengers for which the bus is licensed (12). Only one person (child or adult) per single seat is allowed.

Users of the bus are responsible for the behaviour of the passengers.

6. FEES AND CHARGES

Hire charges for the bus are set by Council as part of the annual budget process. Fees are available by contacting the Council Office or from our website www.franklinharbour.sa.gov.au.

A deposit of \$50 is required when application form is submitted.

Additional cleaning charges may apply if the bus is returned in an unsatisfactory condition.

7. COLLECTION AND RETURN OF BUS

The key to the bus will only be issued to the nominated driver. If there is a change in driver, users are required to notify Council before collecting the bus so that required documentation can be completed.

The bus can be collected from the District Council of Franklin Harbour between 8.30am and 5.00pm Monday to Friday (excluding public holidays). Please ensure when making the booking that staff are aware of the date, time and location you require for the collection of the bus. If you need to alter these arrangements please contact the Council Office as soon as possible. Any changes to the pickup or drop-off time that are not communicated to Council may result in delays being experienced in the collection or returning of the bus.

An inspection sheet will be filled out by Council staff at the beginning and end of each booking. A detailed list and photographs of pre-existing damage to the bus is kept on record. Any new damage identified at the completion of a booking will be the responsibility of the hirer.

After hours return procedure

If arriving in town after 5.00 pm, hold onto the bus and return to Council the morning of the next business working day.

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8. **CLEANING**

All users must leave the bus in a clean and tidy condition. As a minimum hirers must ensure the following:

- The bus is swept out
- If the floor is excessively dirty or muddy, the floor must be mopped.
- All waste is removed
- All personal belongings are removed

A cleaning fee of \$50 per hour will be charged if the bus is returned in an excessively dirty condition.

9. **FUELLING**

The hirer is responsible for the cost of fuelling the bus. The bus will commence the hire period full of fuel and must be returned with a full tank.

10. **SERVICE AND MAINTENANCE**

Council shall be responsible for all servicing and maintenance. Council will not refund the cost of any unauthorised service or repair and this will be carried out at the user's own cost. In the event that unplanned/emergency servicing is required users should in the first instance seek authorisation from Council. Council can provide a purchase order for payment. In the event that this is not possible the hirer must retain a compliant tax invoice and provide to Council for reimbursement upon returning the bus.

11. **DAMAGE AND UNFORSEEN MAINTENANCE**

Where damage to the bus is caused by the user from vandalism, irresponsible use, or malicious damage, then it will be the responsibility of that user to cover all costs incurred by Council in preparing it for further use. In the case of a major accident requiring an insurance claim, the hirer will be responsible for payment of the relevant excess for that claim. Further access to the bus may be denied if the bus is returned damaged.

In the case of a breakdown it is the user's responsibility to arrange for the bus to be taken to a garage. Please note that a user may only call the RAA if they are a member themselves. Under no circumstances are any repairs to be made or allowed to occur without the express permission of Council. The following contact numbers should be used to obtain that permission:

Council Office: 08 8629 2019

Depot Office 08 8629 2322

Works Manager 0427 973 219

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12. ACCIDENTS AND INCIDENTS

Notify the District Council of Franklin Harbour immediately of any accident or incident (contact numbers above). Make no statements and do not admit liability under any circumstances. You are only obliged to give your name, address, the owners name and the name of the insurance company (Local Government Risk Services).

Ensure that you have all the details of the accident, including a sketch plan that will assist in the completion of further forms. You must notify the Police of any incident or accident involving a third party and you must record the number of the police report. Any infringements incurred will be the responsibility of the driver.

In the event of an accident involving another vehicle or property, the hirer/driver must obtain all necessary information including description of other vehicle. Registration number, driver's name and address, owners name and address, owners phone number, insurance company and type of cover, damage to vehicle, any injured persons details, details of any property damage, etc.

Both the vehicle and passengers are fully covered by Council's insurance, provided the authorised driver is driving the vehicle at the time of the accident and that the law has not been broken.

13. SMOKING AND DRUGS

Smoking and/or the use or possession of illicit drugs is not permitted on the bus.

14. FOOD/ALCOHOL

The consumption of food and alcohol is not permitted on the bus whilst travelling.

15. SEAT BELTS

Seat belts must be used by the driver and all passengers.

16. SAFETY AND SECURITY

Please check that the bus is locked when unattended and kept in a safe and secure environment whilst in your care.



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17. OTHER REFERENCE DOCUMENTS

District Council of Franklin Harbour Community Bus Application Form and Inspection Form

18. FAILURE TO COMPLY

Failure to abide by any of the conditions outlined in this document and/or associated procedures will jeopardise future access to the bus.

Adopted by Council	9 March 2016

SIGNED:
Responsible Officer
Date: ____ / ____ / ____