



Community Bus Booking Form

To be read and completed for all Shire Community Bus Bookings within the Shire of Cunderdin.

Bookings are not confirmed until payment of all fees and bonds have been received in full, and a vehicle induction has been approved.

Please submit completed Shire Community Bus Booking Form and supporting information as early as possible to avoid disappointment. Bookings must be submitted to the Shire of Cunderdin **2 weeks prior to the commencement of the event**. Any forms submitted less than 1 week prior to the event **may be refused**.

Bookings can be made by:

- **Email:** admin@cunderdin.wa.gov.au
- **Mail:** PO Box 100, Cunderdin WA 6407
- **In person:** Shire office – 37 Lundy Avenue, Cunderdin

Terms & Conditions for the hire of the Shire Community Bus are included in this information page and must be signed along with the submission of the bus hire form.

Any questions or queries, please contact the Shire of Cunderdin on (08) 9635 2700 or admin@cunderdin.wa.gov.au who can assist you with your application.

Terms & Conditions

The Cunderdin Community Bus is a valuable resource available for hire by community groups within the Shire of Cunderdin. It is intended to support local organisations and clubs by providing safe and accessible transport for group activities and events. To ensure the continued safety and availability of this service, all hirers are required to adhere to the terms and conditions outlined below. These guidelines help us maintain the bus in good condition and ensure fair and equitable use for all members of our community.

Bus Capacity: The bus will carry a maximum of 24 people (1 driver plus 23 passengers) when wheelchair seating is not in use. When wheelchair seating is in use, the bus will only carry a maximum of 21 people (1 driver, 1 wheelchair & 19 passengers).

Fees & Charges

BOND	<i>COST</i>
Fee	\$250.00

FEES (25/26 FY)	<i>COST</i>
Bus Hire – Non-Local Groups & Private Rate (Per Kilometre) Applicable to groups, organisations, and sporting clubs from outside the Shire of Cunderdin, as well as private businesses and individuals.	\$0.99 incl GST
Bus Hire – Local Rate (Per Kilometre) Applicable to schools, sporting clubs, community groups, Bridgeley Youth Group and NFP organisations located within the Shire of Cunder-	\$0.58 incl GST

OTHER CHARGES	<i>COST</i>
Cleaning Cost per hour (minimum 1hr charge)	\$150.00
Reimbursement of repairs	At cost
Refuelling and associated administration fee	\$100.00 plus current fuel

Bond/Hire Fees

The bond fee must be paid on submission of the Shire Community Bus Information Page & completed bus hire form. Fees will be charged in accordance with the Shire of Cunderdin's current fees and charges upon conclusion of your event.

Bond monies will not be refunded if the conditions of the bus have not been fully complied with. The bus must be left in a clean condition and repairs or damages to the bus are at the cost of the hirer and will

be invoiced, or the Shire of Cunderdin may retain all or part of the bond to cover any costs. If there are any damages they must be reported to the Shire of Cunderdin as soon as possible. The Shire retains the right to determine the cost of any repairs or cleaning required. The hirer agrees on demand to pay the Shire of Cunderdin and such further amounts as required to cover any costs of repairs or cleaning not covered by the bond monies.

Any cost, fees and expenses incurred by the Shire of Cunderdin for non-payment of the hire fees by the hirer, including but not limited to:

- Administrative costs;
- Debt collection;
- Agency fees;
- Legal costs & expense;

will be met by the hirer. Charges may vary. The Shire of Cunderdin reserves the right to revise fees, charges and bond payable from time to time as may be found necessary.

Period of Hire

The Shire Community Bus is available from the booked commencement time. Hirers must allow appropriate time for collection and drop-off (and associated cleaning) when completing the Bus Hire Form.

Induction

All first-time users of the community bus are required to complete a mandatory induction and training session before they are permitted to hire or drive the vehicle. This session must be arranged with the relevant Depot Staff Member and will cover essential aspects such as proper operation of the bus and wheelchair lift, cleaning procedures, and a short driving assessment. Upon successful completion, a staff member will sign off on the induction paperwork and submit it to the Administration Office. Only once this process is complete will the individual be authorised to hire and drive the community bus. The Depot Staff member will contact the driver to organise a training session—please ensure you provide the driver's correct contact details to the administration staff. It remains the responsibility of the hirer to ensure that they attend a training session. Please note that induction sessions are only available during depot works hours and need to be booked well in advance of bus hire requirements.

Drivers Licence Requirements

To operate the community bus, drivers must hold a minimum of a Light Rigid (**LR**) class driver's licence. The driver must hold a **PTD** (**'F'**) endorsement on their drivers' licence, unless they are a volunteer (not remunerated). A copy of the nominated driver's licence & PTD (where indicated) must be submitted along with the completed booking form. Please note that only drivers who are registered and named on the booking form are authorised to drive the bus. Substituting or allowing unregistered drivers to operate the vehicle is strictly prohibited.

Public Liability:

If the hirer is an organisation, club, business, or any entity other than a private individual, they are required to provide a copy of their current Public Liability Insurance. This ensures that appropriate insurance coverage is in place for any potential incidents or claims that may arise during the hire period. The insurance documentation must be submitted along with the booking form and must clearly show the name of the organisation and the coverage details.

Key Collection

Keys for the Shire Community Bus are to be collected from the Shire of Cunderdin office during business hours only after applicable bond/fees have been paid. If need be, after hours pick up can be organised and need to be confirmed at least two days prior to booking by contacting the Administration Office on (08) 9635 2700. It is the responsibility of the hirer to contact the Administration Office to confirm key pick up arrangements.

Keys are to be returned to the office via front desk or the key return box adjacent to the main doors when out of business hours following the conclusion of your event/hire period.

Pre & Post – Inspection of Shire Community Bus

The Shire Community Bus is inspected by council employees prior to and after being hired where possible. The hirer is required to take images of the community bus condition (inside, outside, fuel level and vehicle logbook) prior and after hire as evidence of vehicle condition on collection and return. The Shire of Cunderdin have the right to request access to images if determined necessary. The Shire Community Bus is to be cleaned with the equipment provided by the Shire of Cunderdin on return. If the hirer picks up the bus in an unsatisfactory condition and/or the fuel tank is not full, the hirer must contact the Shire office immediately. If this is before or after hours, the hirer should leave a message on the Shire of Cunderdin's answering machine service and record the issue in the hire book provided in the bus. It is advisable to take photographic evidence of unsatisfactory condition/fuel tank. On **return** of Shire Community Bus:

- Ensure **fuel** tank is full
- Vehicle **logbook** completed
- Ensure bus is **clean**
- Ensure depot **gate** is secured
- Return **key** to Administration Office (after hours drop box available)

It is expected that all hirers return the bus in a clean and fully fuelled condition as outlined in the hire agreement. Failure to do so will not only cause inconvenience for others but can also delay or disrupt subsequent bookings. Repeated instances of returning the bus unfuelled or in an unclean state are considered breaches of the hire conditions.

Should a hirer fail to meet these obligations on multiple occasions, the Shire reserves the right to refuse future use of the bus. This measure is necessary to ensure the vehicle remains available, clean, and

ready for all community members who rely on it. Respecting these terms helps maintain fair access and a high standard of service for everyone.

Cleaning Requirements

The Shire Community Bus must be left in a clean and tidy condition upon the hirer's departure. Cleaning equipment is provided within the bus.

Hirers are responsible for:

- All cleaning of the vehicle, which includes windows and bins
- The removal of all rubbish and/or signage from the bus
- Sweeping floor of the bus
- Storing all equipment in the allocated space

Cleaning of the Shire Community Bus is to be conducted immediately following the conclusion of hire date unless alternative arrangements have been negotiated and agreed between the Shire of Cunderdin and the hirer.

Cancellation by Hirer

Cancellations must be made by hirer not less than 2 days prior to date of your event or bond/hire fee will be forfeited.

Cancellation by Shire of Cunderdin

Booking may be cancelled if:

- The hire fees and/or bond monies have not been paid
- Maintenance or repairs are being carried out on the bus

A full refund of all monies in relation to the booking is payable to the hirer in the event of cancelling the booking without fault of the hirer (where bond payment was processed). The Shire of Cunderdin shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right.

Damage Reporting

Any damage to the Shire Community Bus or Shire property must be reported to the Shire as soon as possible. An Incident/Accident Report may be requested to be completed and presented to the Shire. If Shire staff discovers any damage the hirer will be contacted, where possible, and invited to inspect the damage themselves. The cost of repairs will be deducted from bond monies or invoiced accordingly.

Emergency Contact details:

Shire of Cunderdin Administration Office: (08) 9635 2700 (during work hours)

Shire of Cunderdin After Hours Contact: 0427 991 000

Safety & Security

Hirers are to ensure that the Community Bus is parked in a safe and secure environment/property. Damage to and theft from the vehicle shall be assessed once the Shire has been notified and further consideration by the Shire will be given to fully recoup costs associated with replacement/repairs of the vehicle and/or accessories due to theft and/or unwanted actions. An Incident/Accident Report must be completed and presented to the Shire (within 7 days of the event), in addition to normal reporting procedures to Police.

The hirer is responsible for the safety of all passengers. The bus will carry a maximum of 26 people (1 driver plus 25 passengers) when wheelchair seating is not in use. When wheelchair seating is in use, the bus will only carry maximum of 25 people (1 driver, 1 wheelchair & 23 passengers).

During the use the hirer shall check the oil, water and tyres daily.

Accident or Injury

In the case of a motor vehicle accident where the hirer is proven to be negligent, the hirer is liable for the first \$1000 arising out of an Insurance Claim to cover Council's \$1000.00 excess. An Incident/Accident Report must be completed and submitted to the Shire (within 7 days of the event), in addition to normal reporting procedures to Police.

Breakdown

In the case of breakdown of the bus, the hirer is to make every effort to return the bus to Cunderdin and the alternate transport of passengers becomes the sole responsibility of the hirer. Any breakdowns are to be reported to the shire as soon as practically possible.

Damages or breakages which result from misuse/negligence by the user (and associated passengers), are the responsibility of the hirer and all replacement or repair costs will be charged to the hirer. Repairs arising from normal usage are the responsibility of the Shire.

Privacy

The supply of personal information on forms are voluntary, although failure to include information required may result in processing delays or rejection. The details supplied are not publicly available however the person signing the application form is able to access, view or correct any information supplied by requesting the same form the Shire of Cunderdin Office.

Please be advised that the community bus is equipped with internal video and/or audio recording

devices. These recordings may be accessed by the Shire for the purpose of reviewing the condition of the bus, investigating any incidents, or assessing potential damage. By hiring or using the community bus, all users acknowledge and accept that they may be recorded while onboard. It is the responsibility of the hirer to inform all passengers of this recording policy.

Disclaimer

As ‘the hirer’ I acknowledge that I have read and understood the terms and conditions for hire of the Shire of Cunderdin Community Bus, facilities and grounds and agree to be bound by them. I agree that failure to comply with all the terms and conditions as stated may result in retention of bond monies, additional fees and may jeopardize any future use of the Shire of Cunderdin Community Bus.

Full Name

Signature

Date



BUS HIRE FORM

APPLICANT DETAILS

Group/Name				Public Liability Form Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Person		Position		
Postal Address				
Residential Address				
Home Phone		Mobile		
Email				
Are you the contact person during the hire?		Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, please provide contact details below:	
Contact Person		Mobile		
I have read, understood and will comply to Shire of Cunderdin Community Bus Hire Terms and Conditions		Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature:	
Do you require seating removed for wheelchair or package space?			Yes <input type="checkbox"/> No <input type="checkbox"/>	

DRIVER DETAILS

Full Name				Volunteer	Yes <input type="checkbox"/> No <input type="checkbox"/>
Licence Number		Licence Copy	Yes <input type="checkbox"/> No <input type="checkbox"/>	Class	
Do you require a PTD ('F') Endorsement	Yes <input type="checkbox"/> No <input type="checkbox"/>	Copy of PTD Attached	Yes <input type="checkbox"/> No <input type="checkbox"/>	Induction Completed	Yes <input type="checkbox"/> No <input type="checkbox"/>

Journey Details:				
Picking Up	Date		Time	
Returning	Date		Time	

HIRE DETAILS

ADMIN TO COMPLETE	Received by:		Date:	
Bond Received:	\$	Cash / EFT	Receipt #:	

DEPOT TO COMPLETE	Actioned by:			Date:	
Depart. Km:		Return Km:		Total Km:	
Cleaned:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Charge hrs (\$150/hr):	\$	Fuelled:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Damaged:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Notes/Evidence attached/filed		Yes <input type="checkbox"/> No <input type="checkbox"/>	Charge: (\$100 + cost)
					\$

ADMIN TO COMPLETE	Actioned by:		Completed Date:	
Invoice Charge	\$	Invoice #:	Invoice Paid:	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Bond Returned:	Yes <input type="checkbox"/> No <input type="checkbox"/>