



Cloncurry Shire Council

**POLICY
NO.**

CD 0003

COMMUNITY BUS HIRE POLICY

1. Background and Context

The policy is to set guidelines in which Cloncurry Shire Council's Community Bus ("the Bus") will be managed. The Bus is only available for use by Schools, Not-for-profit community groups and local business to support activities and programs benefiting our residents.

The Bus is made available at the discretion of Council.

2. Objectives

The Bus is made available only for use by community residents and groups to support activities and programs which benefit our residents. Any residents or groups from outside the community wishing to hire the Bus must apply in writing to Council, to be determined by the Chief Executive Officer.

3. Definitions

Bus - The Bus is a 2012 Toyota Coaster, with a seating capacity of 22 seats (including the driver). It contains seatbelts fitted throughout. The Bus has a maximum road speed of 100kph and an approximate fuel tank range of 500km. The Bus has a five speed forward gearbox with one reverse gear.

4. Roles and Responsibilities

4.1 The Community Development Department is responsible for ensuring this policy is understood and adhered to by the employees of Cloncurry Shire Council and hirer's of the Cloncurry Community Bus.

5. Policy

5.1 Terms and Conditions

The Bus is hired in accordance with the Terms and Conditions, which must be signed by the Hirer prior to delivery of the Bus to them.

In the event of any inconsistency between this Policy and the Terms and Conditions, the Terms and Conditions shall prevail.

5.2 Eligibility

The Bus is available to a broad range of local organisations in Cloncurry. In summary there are four categories of organisations in order of priority as follows:

- (a) Cloncurry P-12 School and St Joseph's School P-9
- (b) Not for profit organisations
- (c) Local Business
- (d) Other Business

5.3 Application for Bus Hire

- (a) All groups wishing to use the bus on a regular or casual basis need to make an application in writing using Council's Community Bus Hire Application Form, which is available from the Council Administration building at 38-46 Daintree St Cloncurry or from Council's website.
- (b) Applications will be assessed according to priority, in accordance with the list contained in Item 5.2 of this Policy. Eligible groups are then entitled to proceed with the booking; following Council's booking procedures as outlined below.

A bond per group is required upon confirmation of booking.

5.4 Passengers

The total number of persons travelling in the bus should not exceed the number of passengers for which the bus is licenced (being 22 persons). Only one person (child or adult) per single seat is allowed. The Hirer is responsible for the behaviour of the passengers.

5.5 Drivers licensing

Hirers of the bus will have to provide their own driver(s), who will need to hold an appropriate and current drivers licence and drivers authorisation [i.e class HC, MC, HR, LR or MR] as determined by the Department of Transport and Main Roads. Name/s of nominated drivers is required to be included on the application form.

Drivers Authorisation is split into two categories:

- Commercial or Private Group – Driver Authorisation, and
- Not for Profit Group – Driver Authorisation (if using for General Services)

Alternatively, drivers may be exempted from holding a drivers authorisation, depending upon the type of activity performed by the community group. The Passenger Transport Department (Translink Division) will require in writing what activities the Hirer will be engaging in and dependent on this level of service many community groups will be exempted from holding a drivers authorisation. If it is identified that the Hirer is exempted, Council will require this in writing from the Passenger Transport Department (Translink Division). This exemption will also need to be accompanied with a photocopy of the driver's appropriate licence for the Cloncurry Community Bus. As part of this exemption, only the exempted person will be authorised to drive the bus.

Every driver must complete a "Driver Declaration" form, which forms part of the "Application for Community Bus Hire" at least once every 12 months. At this time, an appropriate driver's licence must be produced for photocopying and this copy will be kept on record along with the Driver Declaration.

Drivers who have previously completed a "Driver Declaration" form must have their driver's licence sighted by Council office staff before they can operate the bus.

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

The driver must understand their responsibilities under the Heavy Vehicle Driver Fatigue Laws and maintain a Work Diary for travel outside the Council area.

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

5.6 Servicing and Maintenance

Council shall be responsible for all servicing and maintenance.

Any servicing and maintenance by the Hirer may only be carried out with the prior written approval of Council. Council will not refund the cost of any unauthorised service or repair and this will be carried out at the Hirer's own cost.

In the event that unplanned/emergency servicing is required, the Hirer 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/receipt and provide to Council for reimbursement upon returning the Bus.

5.7 Smoking, Drugs and Alcohol

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

No alcohol is to be consumed on the Bus.

5.8 Food/Beverage

The consumption of food and drink (non-alcoholic) is at the discretion of the Hirer, however a common sense approach should be taken in regards to the type of food and cleaning responsibilities.

The Bus must be returned in a clean and tidy condition at the end of the hire. All costs to clean the Bus when it is not returned in a clean and tidy condition will be payable by the Hirer.

5.9 Charges/Schedule of Fees

Fees are based on providing a subsidised community bus service for schools and local not for profit organisations. Refer Fees and Charges for the respective year.

The Bus is to be fuelled by Council prior to hire so that it is supplied with a full tank of fuel. The Hirer is responsible for any subsequent purchase of fuel and the Bus is to be returned by the Hirer with a full tank of fuel. If Bus is not returned with a full tank, the Hirer will be charged for the cost of the fuel required to fill the tank.

5.10 Type of travel permitted

The use of the Bus will be approved for the following purposes:

- (a) Group travel to a destination within the Cloncurry Shire and no more than 1000km from the township of Cloncurry;
- (b) For distances greater than 1000km, a minimum of 30 days' notice must be given to Council to approve.

6. Accountability and Reporting

This policy will be implemented by the Community Development Department and is subject to periodical review.

References and Related Documents:

*Community Bus Hire Procedure
Terms and Conditions*

Adopted by Council Resolution

POLICY VERSION AND REVISION INFORMATION

Version No.	Date Adopted	Review Date
1	19 August 2014	August 2015

Policy Authorised by: David Neeves

Title: Chief Executive Officer