



CONDITIONS OF HIRE

Three Springs Community Bus

1. Payment for bus hire, including bond, must be received in full or purchase order provided not less than three (3) business days prior to hire. If payment or purchase order is not received three (3) business days prior to hire, the booking will be automatically cancelled.
2. The bus must be locked on departure with all doors and windows secure.
3. The bus must be returned with a full tank of fuel, otherwise additional charges are applicable.
4. The bus must be left in a clean and tidy condition. If additional cleaning is required, this will be deducted from the hirer's bond.
5. All costs for losses, damage or extra cleaning will be deducted from the bond. If costs exceed the bond, the hirer will be charged the balance.
6. The hirer is responsible for the orderly behavior of those passengers who use the bus. If there are any incidents of disorderly behavior the bond may be forfeited.
7. The hirer may be held liable for any damages arising from the negligence associated with the event / activity / transport they are conducting and are therefore advised to ensure they have public liability coverage.
8. Smoking is not permitted in the Community Bus.
9. Alcohol is not permitted in the Community Bus.
10. Keys are to be collected and returned to the Shire Office during business hours 8.15 am to 4.15pm, Monday to Friday.
11. The Shire reserves the right to refuse any application for hire

COVID-19 Conditions of Hire:

12. Please nominate a person who is to check passengers for signs of colds etc before departure and to remind passengers of sneezing / coughing practices.
13. Hand sanitizer to be used by passengers and driver before, during and at exiting of bus.
14. If sufficient seating available, each passenger is to sit by themselves.
15. Complete a register of passengers and staff, including driver (included in this form) and return it at end of hire.

Hirer Declaration:

I acknowledge that I have read the Conditions of Hire above and agree to abide by them. Furthermore, I agree to indemnify the Shire of Three Springs against any liability or loss arising from the damage to the bus which is subject of this application, or injury to any person which occurs as a result of hire of the bus, whether negligent or otherwise.

Name:

Organization:

Signature:

Date:

Driver Declaration:

I acknowledge that I have read the Conditions of Hire above and agree to abide by them. I am possession of the required driver's license and agree to drive in accordance with the Road Traffic Act. Furthermore, I agree to indemnify the Shire of Three Springs against any liability or loss arising from the damage to the bus which is subject of this application, or injury to any person which occurs as a result of hire of the bus, whether negligent or otherwise.

Name:

Organization:

Signature:

Date:

CHECKLIST

| Before | Initial | Notes |
|--|----------------|----------------------|
| Tentative booking in diary or calendar | | |
| Hirer provided with forms, terms and conditions explained | | |
| Form signed and returned three (3) business days prior | | |
| Copy of Drivers License on file | | Yes / No |
| Purchase order or payment received three (3) business days prior | | P/O No: |
| Booking confirmed on calendar, copy supplied to Works Manager | | |
| Record Odometer reading | | Odometer out: |
| Hirer collects keys | | |
| After | Initial | Notes |
| Keys returned | | |
| Record Odometer reading | | Odometer in: |
| Filled with Fuel on return | | |
| Bus checked for damage / clean | | |
| Bond released if paid in cash | | |
| Invoice issued to hirer if required | | Inv No: |
| Payment received | | Receipt No: Date: |

