

COMMUNITY BUS HIRE FORM



132 Railway Road
PO Box 117
THREE SPRINGS WA
6519

general@threesprings.w
a.gov.au
www.threesprings.wa.g
ov.au

Office Hours
8.00am -
4.00pm
Monday - Friday

(08) 9954 1001

Section A: APPLICANTS DETAILS

Name of Organisation / Hirer:		
Postal Address:		
Contact Person:		
Email: (will be used for invoicing)		
Phone:	(B/H)	(Mobile)

Section B: DRIVER DETAILS – A Copy of the Drivers Licence Must be Provided Prior to Hire

Name of Driver:		
Postal Address:		
Drivers Licence Number:		
Drivers Licence Class: (Minimum LR)		
Phone:	(B/H)	(Mobile)

Section C: DETAILS OF HIRE

Community Groups must seek prior waiving of fees by submitting a Waiving of Fees Form

Purpose of Hire:		
Date of Use:		
Number of Passengers:	Adults:	Children:
Hire Times:	Start:	Finish:

Section D: FUEL & ODOMETER

Fuel Gage Reading at Start (Circle):	Full / Half / Quarter
Fuel Gage Reading at End (Circle):	Full / Half / Quarter
Odometer Reading on Departure:	
Odometer Reading on Arrival:	
Total KMs Travelled:	

Section E: FEES & CHARGES

Please note that fees and charges are set by Council, and are not subject to negotiation.

Bus Hire: Commercial (Charge Per KM)	\$2.00 (Bond of \$300.00 is applicable)
Bus Hire: Community (Charge Per KM)	\$1.00 (Bond of \$300.00 is applicable)
Total Cost of Hire:	= \$

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Section F: BANK ACCOUNT DETAILS FOR RETURN OF BOND PAID

BSB & Branch Name:	
Bank Account Number:	
Bank Account Name:	

Section G: Insurance Cover Check

*Any Hirers who fall under the Cannot hire column must provide proof of own insurance cover for the bus before hire can be approved.

ALLOWED TO HIRE BUS Covered by Shire Insurance	CANNOT HIRE BUS Without Own Insurance Cover
✓ Shire employee or volunteer driving the bus	X Commercial businesses
✓ Schools	X Non-incorporated groups
✓ Not-for-profit community organisations	X Individuals
✓ Non-affiliated church groups	

Section H: TERMS AND CONDITIONS

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 behaviour of those passengers who use the bus. If there are any incidents of disorderly behaviour 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 8.00 am to 4.00pm, Monday to Friday.
11. The Shire reserves the right to refuse any application for hire.

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IN CASE OF EMERGENCY CALL 000
IN CASE OF BREAKDOWN OR MECHANICAL PROBLEMS PLEASE CALL THREE SPRINGS SHIRE ON (08)
9954 1001
AFTER HOURS: PLEASE CALL MANAGER OF WORKS ON 0427 541 202

Section I: DECLARATION

I hereby declare that the information supplied on behalf of the named organisation / hirer is correct. I consent to the Shire of Three Springs collecting the personal contact details provided in this application. We acknowledge your right to have access to our personal information, in accordance with the Privacy Act 2000.

I acknowledge the attached conditions and agree that I will ensure the bus is left in an acceptable condition, Any costs for re-fuelling, cleaning and/or damages will be deducted from the bond.

Signature

Name

Date

OFFICE USE ONLY – RECORD OF HIRE

Date Received:		Records Ref:		File Ref:	ADM0388
Approval under delegated Authority? ☐ YES ☐ NO					
Applicant Notified:	☐ YES	Date:		Records Ref:	
Inviced:	☐ YES	Date:		Invoice No:	
Waved Fee:	☐ YES	Recorded Date:			
Total Monies Paid:		Date:		Bond Paid:	
Signing Officer:		Date:			

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OFFICE USE ONLY – INSPECTION OF BUS

Rubbish Removed:	Yes / No
Floors Swept:	Yes / No
Windows Clean:	Yes / No
Bus Fuelled Up:	Yes / No
Any Other Details:	
Any Damage Occurred:	

OFFICE USE ONLY – RESULT OF INSPECTION

Has the bus been left in an acceptable condition?	Yes / No
Overall inspection result?	Pass / Fail
Reason for fail:	
Signature:	