



## COMMUNITY & CTV BUS HIRE AGREEMENT

Shire of Wongan-Ballidu  
1 Wongan Road  
PO Box 84 Wongan Hills WA 6603  
Telephone (08) 9671 2500  
Email [shire@wongan.wa.gov.au](mailto:shire@wongan.wa.gov.au)  
Website: [www.wongan.wa.gov.au](http://www.wongan.wa.gov.au)

- ☐ Community Bus (Holds 21 people incl. driver)
- ☐ CTV Bus (Holds 10 people incl. driver)

HIRER: \_\_\_\_\_  
(Name/club/organisation/person)

\_\_\_\_\_  
(Address)

### PERSON RESPONSIBLE FOR THE HIRING

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

PERIOD OF HIRE: Time: \_\_\_\_\_ Date: \_\_\_\_\_ TO Time: \_\_\_\_\_ Date: \_\_\_\_\_

PURPOSE OF HIRE: \_\_\_\_\_

Estimated Distance: \_\_\_\_\_ Km's

DRIVER (Minimum Licence requirement is LR & LR with PTV Authorisation for fee paying passengers)

Name: \_\_\_\_\_ Alternative Driver: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Licence No.: \_\_\_\_\_ Licence No.: \_\_\_\_\_

### PLEASE TICK THE FOLLOWING:

Is an ACROD sticker required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is a trailer required	<input type="checkbox"/> Yes (If yes, only supplied trailer may be used)	<input type="checkbox"/> No
Back to back booking	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Payment	<input type="checkbox"/> Pay on day	<input type="checkbox"/> Pay on invoice

I am aware of the conditions applicable to the hire of the bus and hereby agree to them forming part of this hire agreement.

Signature of Hirer: \_\_\_\_\_ Date: \_\_\_\_\_

(Complete the check list with a Shire staff member and the odometer reading book)

**OFFICE USE ONLY**

- HIRE RATE: ☐ Community Bus: \$2.00 per km  
☐ CTV Bus: \$1.00 per km  
☐ Community Bus; with Council Trailer: \$2.00 per km  
☐ 25% reduction of hire fee for recognised youth programs under 18 years of age during school holidays.  
☐ 75% reduction of hire fee for recognised senior programs over 65 years of age.

Amount Paid \$: \_\_\_\_\_

Date Paid: \_\_\_\_\_

- Community Bus Minimum: ☐ \$47.00 GST Inclusive  
Charge ☐ \$47.00 After Hours Fee  
☐ \$57.00 Late Return Fee

- CTV Bus Minimum Charge: ☐ \$31.00 GST Inclusive  
☐ \$37.00 After Hours Fee  
☐ \$31.00 Late Return Fee

## SHIRE OF WONGAN-BALLIDU COMMUNITY & CTV BUS CONDITIONS OF HIRE

These conditions shall form part of the agreement for the hire of the Community & CTV Bus:

1. A Hire Agreement Form is to be completed prior to the hire of the bus.
2. The Hirer meets with the Mechanical Services Coordinator at the bus shed at an agreed time for outgoing or incoming inspection
3. The hirer must nominate person/persons as the driver of the bus for the designated hire period and shall not allow any other person to act as bus driver.
4. If the bus is hired at night, the bus must be returned before 9.00am the following morning.
5. If the bus is to be returned after office hours, an additional fees will apply.
6. The Shire does not encourage back to back (piggyback) bookings as this process does not offer an opportunity for the Shire to check that the bus is in a safe and clean state prior to the next hire.
7. If the hirer specifically requests a piggyback booking the Shire takes no responsibility for any problems, including cleanliness, at the time of booking. The piggyback hirer must accept full responsibility for all damage/repair costs, cleaning and fuel from the time of the last recorded Shire check out.
8. The hirer shall ensure that the bus is returned at or prior to the designated time unless prior arrangements are made with a Shire staff member. A penalty of \$57.00 will be charged for the late return of the Community bus and \$31.00
9. for the CTV bus. Council reserves the right to waive this fee in exceptional circumstances.
10. The hirer shall be responsible for costs associated with malicious and wilful damage by passengers during period of hire.
11. The hirer shall be responsible for all damage/repair costs attributable to negligence on the part of the hirer.
12. The hirer shall be responsible for the payment of the \$300.00 excess applicable to any insurance claim arising from the hire of the bus.
13. The hirer shall be liable for all repair/replacement costs associated with the vehicle in the event of an insurance claim being rejected due to the actions of the bus driver or a member of the hire group.
13. The hirer shall be responsible for the following in regard to the bus:
  - (a) PRIOR TO USE
    - Check the water, oil and tyre pressure.
  - (b) DURING USE
    - Check the oil, water and the tyres at each fuel stop.
  - (c) AFTER USE
    - Return the bus with a full tank of diesel fuel and correct amount of oil
  - (d) CLEANING
    - On return the bus must be cleaned to the condition in which it was collected, or the cost of cleaning will be charged to the hirer.
    - If a piggyback booking, the bus must be cleaned to the satisfaction of Shire staff members upon return.

Note: A small cleaning kit is provided on the bus for the use of the hirer. Any cleaning equipment lost the hirer will be charged for replacement.

(e) DRIVER

- To be supplied by hirer.
- Drivers of the Community Bus need to hold a current "LR" class driver's licence OR "LR with PTV Authorisation" class for fare paying passengers.
- Drivers of the CTV Bus must hold a current "C" class driver's licence OR "C with PTV Authorisation" class for fare paying passengers.
- The name of the driver/drivers to be nominated on the Hire Agreement Form and a copy of their current drivers' licence is to be retained at the CRC Customer Service Centre.
- Will not consume alcohol or be under the influence of drugs for the duration of his/her time as driver.
- Shall enter the odometer readings into the logbook
- Shall complete the condition report form with the Ranger on the outgoing and incoming inspection.

(f) COST

- Community Bus:  
\$2.00 per kilometre and a minimum charge of \$47.00 inclusive of GST.
- CTV Bus:  
\$1.00 per kilometre and a minimum charge of \$31.00 inclusive of GST.
- Community Bus with Council Trailer:  
\$2.00 per kilometre
- Cancellation Fee if not cancelled within 24 hours prior:  
CTV Bus - \$37.00      Community Bus - \$57.00

(g) PAYMENT

- The hirer has the option of paying for the period of hire on return of the keys to the CRC Customer Service Centre or can be invoiced for payment at the end of the month.

(h) VEHICLE MONITORING

- The Shire of Wongan Ballidu has implemented real time tracking technology into this vehicle, the tracking is capable of tracking movements and forwarding a distress signal in the event of an emergency when the duress button is activated. It will also offer electronic data flow to and from the Shire Vehicle.

14. Community Bus maximum seating capacity is twenty-one (21) including the driver and the CTV holds a maximum of ten (10) passengers including the driver.
15. Please note that the tow bar has a towing capacity of 1500kg and utilises a 24 Volt electrical system.
16. In the case of breakdown, the responsibility of the Shire is solely for the bus. The transportation of passengers shall be the responsibility of the hirer.

AFTER HOURS CONTACT:

MECHANICAL SERVICES COORDINATOR - CHRIS: 0428 671 101

MANAGER OF WORKS & SERVICES – STEPHEN: 0438 648 303