

KULIN COMMUNITY BUS BOOKING FORM

HIRE COST: \$1.20 per km (including fuel)

TRAILER HIRE: \$61.40 per day

DEPOSIT: \$50.00 to be paid when collecting the keys.

(If required to purchase fuel or pay for emergency repairs please provide a receipt and a refund will be issued.)

PLEASE RETURN THE KEY TO THE SHIRE OFFICE. IF RETURNING OUTSIDE OF OFFICE HOURS (8:30am – 4.30pm Monday – Friday) PLEASE ENSURE AN ARRANGEMENT HAS BEEN MADE WITH OFFICE STAFF FOR RETURNING THE KEY.

PLEASE INSPECT THE BUS BEFORE AND AFTER USE

CHARGE TO: _____

BILLING ADDRESS: _____

DRIVER'S NAME: _____

DESTINATION: _____

TRAILER REQUIRED: YES / NO

ODOMETRE READING: Departure: _____

Return: _____

Total Distance: _____

DATE: _____

Departure: _____

Return: _____

Report any damages and breakages: _____

Complaints and recommendations: _____

**PLEASE ENSURE THE BUS IS CLEANED ON RETURN.
YOUR DEPOSIT WILL BE FORTEITED IF NOT CLEAN.**

(Broom is on top of the cupboard in bus shed. Hose located in courtyard of office near the carport)

DRIVER SIGNATURE: _____

OFFICE USE ONLY

This bus has been inspected upon return and is clean and not damaged.

- | | | |
|--|--|---|
| <input type="checkbox"/> Floor has been swept | <input type="checkbox"/> Seats clean | <input type="checkbox"/> Outside clean |
| <input type="checkbox"/> Emergency Hammers present (3) | <input type="checkbox"/> Windows clean | <input type="checkbox"/> Manual present |
| <input type="checkbox"/> Fire Extinguisher | <input type="checkbox"/> Mopped | <input type="checkbox"/> Spotlights |
| <input type="checkbox"/> Microphone | <input type="checkbox"/> First Aid Kit | <input type="checkbox"/> Trailer Plug |

COMMENTS: _____

SIGNATURE: _____

Kulin Community Bus

General Information

We welcome you to use this community vehicle and hope you enjoy your trip but like all good things there has to be some **RULES**.

1. All bookings are to be made at the Shire Office. Phone: 9880 1204
2. The driver must have a current bus (Light Rigid (LR) class or greater) license and in no circumstances is the driver to be under the influence of drugs or alcohol.
3. The bus is to be picked up from the Shire Office. If the bus is to be used outside office hours please arrange pick up of keys prior to hire.
4. Users must ensure that the bus is clean and tidy before returning. A broom is supplied on top of the cupboard in the bus shed. A hose and tap is located just inside the courtyard of the office near the carport. The bus must be swept and mopped. Cleaning products are at the expense of the hirer. All rubbish is to be removed from the bus and the seats. If it is necessary to wash the exterior of the bus then this must occur. **YOUR DEPOSIT WILL BE FORFEITED IF NOT CLEAN. FURTHER CHARGES WILL APPLY IF THE COST OF CLEANING EXCEEDS THE DEPOSIT.**
5. Any damage or breakages are responsibility of the user and all replacement and repair costs will be charged.
6. Please ensure that the drivers check list is completed. Driver to return form and keys to the Shire Office immediately following hire.
7. All hirers subject to excess of insurance policy in the event of an accident.
8. **STRICTLY NO SMOKING** on the bus.
9. Bus is charged at \$1.20 per KM for 2021/2022. If you need to put fuel in the bus a receipt is required for this amount to be deducted from the cost of hiring.
10. In case of an emergency call 000. If you have problems with the running of the bus please contact the Shire Office (08 9880 1204 – office hours) or Manager of Works (0427 801 241 – after hours) prior to having the problem fixed

Remember this bus has been purchased for the use, convenience and enjoyment of the community. Please treat it with care so as to keep the vehicle to a high standard.

The Shire of Kulin retains the right to change, alter or adopt new rules at any time and to also refuse a request to hire the bus if they so wish.

