

# Bus Use Information Pack



Updated 2017

# Important Information For Users

## General Information

- ❖ Applications for use of the bus community groups must be made on the designated 'Application for Hire of Bus' Form available from the Southlake Community Services Inc (SCS). Bookings cannot be taken over the telephone. Bookings will not be confirmed and booked until all forms are returned, approval received and where necessary deposit is paid.
- ❖ A fee of 1.50c, incl. GST, per km is to be paid on invoice (invoicing at end of month).
- ❖ The bus must only be used for the purpose which is stated at the time of approval and must be returned to the designated venue, ready for use at the agreed time.
- ❖ Community groups must nominate, on the application form, the name and residential address of the person who will be driving and only the said person is permitted to drive the vehicle. The person who will drive the bus must be approved by the SCS as an Authorised Driver prior to using the bus therefore, early bookings are essential as checks may be required. Minimum licence requirement NSW Light Rigid (LR) Class licence, or equivalent.
- ❖ In order to become an authorised driver the persons must:
  - a) Be over 25 years of age (due to high insurance costs)
  - b) Must be the holder of a full License (provisional drivers not permitted to drive)
  - c) Have an LR or higher licence
  - d) Complete a 'Drivers Declaration' form, submit a photocopy of their drivers licence and have an 'Approved Driver's Detail' Form completed. Once approved, both of these forms are valid for a twelve month period unless any details change. It is the driver's responsibility to inform the centre of any changes.
  - e) Undertake a once only orientation run, prior to use. The orientation will be organised at the time of application approval.
  - f) Must not be a convicted person or hold a criminal record in Australia
  - g) Must have a clean driving record for the past two years.
  - h) Be approved by Southlake Community Services insurer as required.
- ❖ Each Bus is set up with a bus information pack that includes the emergency contact numbers, NRMA roadside membership, accident procedures and forms, Log book and Fuel Card/ Each bus is fitted with a first aid kit.
- ❖ Cancellation should be made to the Southlake Community Services Service Operations Coordinator as soon as practicable, ideally greater than 2 days notice to allow for other community users to hire the bus. We would rather re-schedule your booking than cancel.
- ❖ Cancellation of the bus booking within 24hours may result in the hirer being charged their proposed km fee.
- ❖ The user will be given a key to the bus and instructed on how to return it. They must sign for the key in a Bus Key Register located with the Service Operations Coordinator.
- ❖ The user will also be shown where the petrol card is kept. The bus must be refuelled on return.

# Important Information For Users

## **During and After Use:**

- 1) Smoking, Drinking or Eating are prohibited on the bus
- 2) No part of any person is to be outside the bus whilst the bus is in motion
- 3) Passengers are to remain seated at all times whilst the bus is in motion and wearing their seatbelts.
- 4) Children are not to be left unsupervised on the bus at any time
- 5) The bus must not be driven on unsealed roads
- 6) The vehicle log book must be completed after every journey
- 7) Hirers must return the bus with a full tank of designated fuel and the bus must clean inside and out. A broom, dust pan and brush are kept on the bus.
- 8) Any suspected mechanical issues must be reported to the Executive Officer when the bus is returned.
- 9) Any accidents or damage to the vehicle, no matter how minor, must be reported to Southlake Community Services with a written report on how the damage occurred. Accidents must be reported under the Motor Traffic Act. In the event of an accident the driver shall follow the procedure outlined in the SCS 'Accident Report' form.

## **Checklist for Users:**

- ❖ 'Application for Hire of Bus' has been completed [ ]
- ❖ 'Drivers Declaration' form has been completed by driver [ ]
- ❖ If driver approved, Photocopy of licence has been taken [ ]
- ❖ Driver has been orientated with log books and the bus [ ]
- ❖ Driver has been shown bus NRMA card [ ]
- ❖ Driver has been orientated with fuel card usage [ ]
- ❖ Driver has been orientated with Accident / Breakdown procedure form [ ]
- ❖ Driver has been orientated with Minor Accident procedure form [ ]
- ❖ Driver has been on an orientation drive [ ]
- ❖ Driver has signed out a Key and been instructed on its return [ ]