

OFFICE USE ONLY

Booking ID: _____

Rcpt # _____

Drivers Name: _____

Drivers license No #: _____



Community Bus Hire Form 2019/20

This form must be saved to your computer before completing. Forms completed in a web browser may not save correctly and your application could be lost. Please open and complete this form using Adobe Reader, which can be downloaded for free [here](#).

APPLICATIONS MUST BE OVER 18 YEARS OF AGE

This form is an application only and must be submitted seven days prior to your start date for your booking to be processed. Application need to provide proof of a qualified driver before approval is given.

PLEASE READ THIS APPLICATION CAREFULLY AS IT IS THE HIRERS RESPONSIBILITY TO ENSURE THAT THEY HAVE CORRECTLY COMPLETED THE INFORMATION REQUESTED AND HAVE UNDERSTOOD THE CONDITIONS OF HIRE

BOOKING INFORMATION

INTENDED USE:			
DESTINATION:		DRIVER REQUIRED?	YES NO
DATE REQUESTED*:		ESTIMATED ATTENDANCE NUMBERS:	
*Please also circle date on the calendar provided.			
PICK UP TIME (from):		RETURN TIME (allow for refuel):	
PICK UP LOCATION*:			
DROP OFF LOCATION*:			
*Only required if you have hired a driver through the City of Kwinana.			
IS THIS AN ONGOING BOOKING?:	YES* NO	END DATE:	

*If yes please circle all the dates required on the calendar provided.

CONTACT DETAILS

NAME OF PERSON MAKING BOOKING:			
NAME OF ORGANISATION/ CLUB:			
TYPE OF ORGANISATION/ CLUB:			
POSTAL ADDRESS:			
CONTACT EMAIL:			
CONTACT PHONE:		CONTACT MOBILE:	
DRIVERS LICENSE NO: (Attach Copy)			

2019/20 Financial Year Calendar

Please tick all dates that you are requesting for booking.

JULY						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

MARCH						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

 Public Holiday

DECLARATION

I agree that I have read the City of Kwinana Conditions of Hire. I agree to abide by the City of Kwinana Conditions of Hire and be responsible for payment of all fees and charges associated with this hire.

I agree that I have the authority to make this application on behalf of the above name organisation

Signature _____ Date _____

OFFICE USE ONLY		FEES	AMOUNT PAID
MILEAGE READING:			
(Collection)		BOND:	
MILEAGE READING:			
(Return)		HIRE FEE:	
VEHICLE REFUELED:	YES NO	AFTER TRAVEL FEE: (Per km)	
EXTRA NOTES:		CHARGE FOR NOT REFUELLING:	
		DRIVER HIRE FEE:	
		TOTAL:	

Conditions of Hire and Important Information



Please read the following carefully prior to completing your Community Bus Hire Application. Applicant to keep Conditions of Hire and return Application Form.

1. BOOKING APPLICATION

- 1.1. Applications must be over 18 years of age and proof of age is required, Proof of identity is required for all booking.
- 1.2. The Community Bus can only be hired by Community Groups that are located within Kwinana.
- 1.3. The bus cannot be held over night and can only be hired until midnight at the latest.

2. SCHEDULE OF FEES & BOND PAYMENTS

- 2.1 Hire fees and bond must be paid in full to confirm booking.
- 2.2 Fees and bonds are in accordance with the adopted Schedule of Fees & Charges.

3. REFUND OF BOND

- 3.1. The After Travel Mileage Fee will be deducted from your bond before being returned.
- 3.2. The following fees and charges may be deducted from the bond:
 - Additional hire time
 - Failure to refuel the bus
 - Additional cleaning
 - Damage to vehicle
- 3.3. Refund of bond balance may take up to 6 weeks due to processing procedures in place at the City of Kwinana.

4. BUS & KEY COLLECTION

- 4.1. If you have hired a driver through the City of Kwinana the bus will collect you from your pick up location.
- 4.2. If you have not hired a driver through the City of Kwinana you are required to both collect keys for the bus and pick up the bus.
- 4.3. The bus is located at Riddleys - Holden Road, Bertram 9419 2980. However, keys for the bus must be collected from the Kwinana Recquatic Centre – Cnr of Gilmore & Chisham Avenue, during their opening hours prior to arriving at Riddleys. For opening hours please contact the Centre on 9236 4700.
- 4.4. Keys can only be collected no more than 20 minutes prior to your booking time.
- 4.5. To receive keys you MUST present a copy of your confirmation contract as proof of your booking.
- 4.6. Before returning the bus to Riddleys you must ensure that the bus has been refuelled.
- 4.7. After you have dropped the Bus back at Riddleys and has been signed off the keys are then required to be returned back to the Kwinana Recquatic Centre.

5. BOOKING CANCELLATIONS BY HIRER OR CITY OF KWINANA

- 5.1 Cancellation by the Hirer must be made in writing to the City of Kwinana.
- 5.2 Cancellation by the Hirer within 5 working days of the booking date will forfeit 100% of booking fee.
- 5.3 The City of Kwinana may need to cancel or reschedule a booking to allow for alternate use or to undertake maintenance repairs. In the instance, every effort will be made to ensure the Hirer is given at least twenty one (21) days notification to make alternative arrangements.

IMPORTANT INFORMATION

- The bus MUST NOT be taken outside a radius of 100km from Kwinana
- The bus can only be hired to Community Groups located within Kwinana
- The Community bus is a Diesel 'Mitsubishi Rosa' seating 25 passengers including the driver.
- The height of the bus is 2.63m
- The vehicle has a low gear ratio and care should be taken in selecting gears so that the engine is not over worked.
- This bus may be driven on a LR class license only when the driver is not being paid. When the driver is receiving a reward for driving the license must have an "F" extension.
- Oil and Water must be checked by the driver each time the vehicle is hired.
- Any damage must be reported immediately to the City of Kwinana on return.
- The bus must be refuelled with diesel before it is returned – if not refuelled a fine will be deducted from the bond. When refuelling bus, please ensure that the nozzle is not inserted fully into the tank as it will only fill to halfway. Check fuel gauge
- If the vehicle breaks down after hours, call the RAC on 9325-0333 and report it to Council Administration during office hours on 9439 0200
- Food, drinks or Liquor consumption on the Community Bus is strictly prohibited.
- The Driver of the bus must have an alcohol reading of 0 – Any driver caught driving under the influence of Alcohol will be fined.

FOR BOOKING ENQUIRIES, PLEASE CONTACT:

City of Kwinana Facility Bookings Team
PO Box 21, Kwinana WA 6966 | Telephone 08 9439 0407 | NRS 133 677 (hearing/speech impaired)
Email bookings@kwinana.wa.gov.au | Website kwinana.wa.gov.au