



Community Bus Hire



We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

Quilpie Shire Council, 50 Brolga Street, PO Box 57, Quilpie Qld 4480

E: bookings@quilpie.qld.gov.au W: www.quilpie.qld.gov.au

Community Bus Hire – **Coaster (Big Bus 21 seats including driver)**

About this Form:	Use this form to apply for the use of the Community Bus (Big Bus)
Lodgement:	Please complete all of the details below. This form is to be submitted no less than one (1) week before the date of hire. Bookings will be confirmed only when hire form has been submitted and the correct payment of fees and charges have been made.
Requirements:	The nominated driver will need to have a LR (Light Rigid) licence. We will require a copy of the licence to go on file. If you are carrying paying passengers during this hire period, you MUST ensure that you have a Driver Authorisation card and you must provide a copy of your Driver Authorisation to Council. This bus is a fatigue regulated heavy vehicle. Drivers will need to complete a personal logbook whenever they are travelling 100km or more from Quilpie.
Important:	If any mechanical issues arise while the bus is in your possession call the Quilpie Shire Council's Workshop Supervisor on 0400 932 868.
Any Questions?	Please contact Quilpie Shire Council with any enquiries on 4656 0500.

I, _____

On behalf of: _____
(Organisation)

Apply for the hire of the community bus for the following event/s: _____

The bus will be picked up on: ____/____/____ At: _____ AM/PM
(Date) (Time)

And will be returned on: ____/____/____ At: _____ AM/PM
(Date) (Time)

The Bus will be travelling from Quilpie to: _____
(Location)

Phone Number: _____ Email: _____

Fax Number: _____ Postal Address: _____

Is this a community funded grant? Yes No

If yes, what is the name of the grant? _____

Name of Hirer: _____ Date: _____
(Today's Date)

Hirer Signature: _____

Fees and Charges

A daily minimum charge of \$44.00 (inc GST) and a refundable bond of \$66.00 applies.

Cleaning fee \$66.00

Quilpie Shire Community Organisations: \$0.50 per kilometre (inc GST)

Commercial non-Quilpie Shire Community Organisations: \$1.70 per kilometre (inc GST)

I / WE / MY ORGANISATION ACCEPT LIABILITY FOR A CHARGE (AS PER ATTACHED TERMS AND CONDITIONS) PER KILOMETRE FOR MILEAGES. THE BUS WILL BE FULLY FUELLED AT THE COMMENCEMENT OF THE HIRE AND IT WILL BE THE HIRERS RESPONSIBILITY TO FILL THE TANK ON RETURN. THE NOMINATED DRIVER MUST BE THE ONLY PERSON WHO DRIVES THE BUS. IF ANY OTHER PERSON DRIVES THE BUS THIS WILL NULLIFY THE INSURANCE COVER AND THE HIRER WILL BE RESPONSIBLE FOR ALL CLAIMS.

HIRE OF THE BUS FOR COMMERCIAL PURPOSES WILL BE AT THE DISCRETION OF COUNCIL WITH HIRE RATES TO BE ESTABLISHED AT THE TIME OF APPLICATION.

Hirer Sign: _____ Date: _____

Driver Details

Licence on File

Name: _____

Licence Number: _____

Licence Issued: _____

Licence Expiry Date: _____

Driver Sign: _____

Drivers will need to complete a personal logbook whenever they are travelling 100km or more from Quilpie. If you do not have a logbook, we do have day sheets in our bus that you are welcome to when driver has completed form the form stays with driver for their records.

DRIVER TO COMPLETE

Mileage at Start: _____ KM

Mileage at Finish: _____ KM

Office Use Only

Deposit Amount: \$66 Receipt Number: _____

Deposit paid by:

Cash Credit Card EFTPOS Cheque

Refunded to: _____

CONDITIONS TO APPLY TO THE HIRE OF COMMUNITY BUS

Please Note: It is the driver's responsibility to ensure that their logbook is completed during each trip and available for inspection.

1. The bus is to be returned to the Council Office no later than 4:30pm on the day following the hire, if not required by the Council prior to that time.
2. The driver must record mileage at the start and end of the journey in the section on page 2 of the form. Mileage will be charged at the following rate:

Quilpie Shire Community Organisations: \$0.50 per Kilometre (inc GST)

Commercial non Quilpie Shire Community Organisations: \$1.70 per Kilometre (inc GST)

Please note that the daily minimum charge of \$44.00 (plus GST) applies

3. The Council may impose a penalty of \$25.00 per day if condition one (1) is not met.
4. I/We/My organisation undertakes to return the vehicle in a clean condition, washed in rainwater, at the time stated above. Should the vehicle not be returned in a clean condition, we undertake to pay an additional charge of \$60.00 minimum. For the definition of "Clean condition" as stated above, refer to attached checklist. Upon return of the bus, the hirer will be required to have the bus checked for cleanliness by a designated Quilpie Shire Council staff member.
5. To assist Council staff in assessing any deterioration in the performance of the bus, it is necessary for all hirers to accurately complete the particulars in the logbook.
6. The hirer shall be responsible for and shall make good and repair, to the satisfaction of the Council, all damages to the bus occurring during the use and caused by negligence or default of the hirer, his servants, agents or any other person entering the bus pursuant to or in exercise of the rights or any of the rights hereby granted to the hirer.
7. If the hirer shall fail, neglect or refuse to make good or repair any damages for which he is responsible, as referred to in the preceding paragraph, the Council shall be at liberty to repair and make good the same and the hirer shall pay to the Council, upon demand, all the sums of money reasonably incurred by Council in so doing.
8. The hirer will indemnify and keep indemnified, the Council from and against all actions, suits, proceedings, claims and demands which may be brought and maintained or made against the council.
 - a) By any of the servants or agents of the hirer for any cost occasioned or arising from the use of the bus.
 - b) By any person, or persons, arising out of loss, theft or damage to any property brought on to the bus by the hirer, his servants or agents.
9. It is the responsibility of the driver to ensure that children are correctly restrained in an approved child restraint that is suitable for their size and age and complies with the Australian standard.
10. Please note that the fuel gauge needle does not show that the bus fuel tank is full. There is a mark on the gauge showing where the needle needs to be positioned when the fuel tank is full.

I, _____ **On this date:** _____
(Print name) (Today's date)

Agree to all of the terms and conditions stated above.

Signature: _____

Buses must be washed with rainwater only (no bore water to be used), if you do not have access to rainwater, washing facilities at the depot can be utilised by prior arrangement between the hours of 6.00 am to 3.00 pm; Monday to Friday. Please advise at time of hire.

Community Bus Cleaning Checklist

Please ensure the driver completes the Logbook for the Community Bus each time it is driven. This is a legal requirement.

Please ensure the bus is clean inside and out before use of bus

Upon returning the bus to the Quilpie Shire Council Office, A designated staff member will be required to inspect the bus for the following items with the hirer. If any of the following items are not done, the hirer will be given the chance to complete the requested tasks immediately. Failure to do so will result in a \$60.00 cleaning charge (As per attached Conditions of Community Bus Hire)

Pre-Hire		Post-hire
✓	Outside of Bus	✓
	Bus washed clean in rainwater	
	Windscreen cleaned – no bugs	
	Windows cleaned	
✓	Inside of Bus	✓
	All rubbish removed	
	Floor swept out and mopped	
	Seats free of marks	
	Dashboard wiped	
	Windows clean	
✓	Other	✓
	Logbook filled out (This is a legal requirement)	



**USE QR CODE TO REPORT:
DAMAGES AND REPAIRS**

Vehicle fuelled up	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Kilometres Recorded	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Emergency Kit used	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If so, what was used? _____

Hirer Name _____ Signature: _____

Quilpie Shire Council Officer Signature: _____

If any Mechanical issues arise while the bus is in your possession call the Quilpie Shire Council's Workshop Supervisor on 0400 932 868.