



COMMUNITY BUS CONDITIONS OF USE

1. The vehicle will be available to clubs, organisations and individuals at the sole discretion of the nominated Booking Officer. If you do not agree with the decision of the Booking Officer you may refer your complaint to the Coastal Villages Community Buses Inc. Committee of Management.
2. The booking must be made by an Office Bearer of a club/organisation in the case of clubs or/organisations hiring the bus, whose details along with the nominated driver/s are to be completed on the Usage Form.
3. All drivers must sign an Indemnity Form. The bus is only to be driven by the person nominated and whose signature appears on the Indemnity Form. In the case of more than one driver being nominated an additional Indemnity Form must be completed by each additional driver.
4. All drivers of the bus must be over 25 years of age and under 80 and hold a full Victorian Drivers Licence. (Probationary Drivers Licence will not suffice).
5. Bookings for the bus are to be arranged through the nominated Booking Officer, whose contact details are listed on the usage form.
6. Bookings will only be confirmed once paperwork and \$50 deposit are received by the nominated Booking Officer within seven (7) days of a tentative booking being made. The full hire fee and bond are required before the hire. NO REFUNDS will be issued for cancellations or non use. Long term hire arrangements and interstate travel must be approved by the Committee of Management; therefore a written application must be made to the Committee of the Coastal Villages Community Buses Inc. for approval.
7. Fees for the use of the bus are to be paid on booking or on collection of the vehicle or by bank transfer.
A Bond of \$100 may be requested at the discretion of the Booking Officer.
8. Fuel used is to be replaced immediately prior to return at the nearest Fuel Station to the bus drop off point.
9. The bus is covered by full comprehensive insurance. A \$1,000 (GST inclusive) excess insurance fee and \$100.00 (GST inclusive) administration fee is applicable for which the club, organisation or individual will be responsible for paying in the event of damage to the bus. Repair costs for damage to the bus amounting to less than \$1,000.00 are to be paid in full by the club or organisation or individual to the Coastal Villages Community Buses Inc.
10. The maximum number of people who may travel in the Community Bus is twelve (12). i.e. a driver and up to eleven passengers.
11. The bus must not be taken into ANY UNDERGROUND CAR PARKS. Height warning signs are not always placed in underground car parks. Bus height is 2.3 metres.
12. Under no circumstances is the bus to enter a "Declared Hazardous Area" such as roads to the snowfields. The bus is not permitted to travel in any area where wheel chains are required to be carried. The bus is only to be used on formed roads.
13. No seats are to be removed from the bus at any time.
14. No ALCOHOLIC beverages or illicit drugs are to be consumed on the bus. No ALCOHOLIC beverages or illicit drugs are to be consumed at any time by the driver responsible for the bus, including a reasonable time before collecting the bus. The driver MUST BE 0.00.
15. No SMOKING or VAPING in the bus at any time.
16. At the end of the trip, the Hirer must refuel the bus with appropriate fuel at any nearby service station to the nominated Coastal Villages Community Buses garage. If the bus is returned not refuelled you will be billed the cost of refuelling.
17. The Hirer must return the bus in a clean condition. Please ensure your booking leaves sufficient time to arrange suitable cleaning of the bus. If you return the bus without cleaning it, you can be charged an additional fee of \$50.00 (GST inclusive). If the bus has not been cleaned or refuelled or is damaged when you pick it up, please inform the nominated Booking Officer as soon as possible.
18. The Hirer must collect and return the bus at the time stated on the Usage Form, as others may have booked the bus before or after your booking. If you return the bus late you will be charged an additional amount of \$22.00 (GST inclusive) for each hour late without reasonable excuse. This is particularly important Monday to Friday as the bus may be used to deliver and collect children from local schools.
19. The actual driver of the bus will be required to produce his or/her licence and sign the Indemnity Form, unless this has already been attended to, and must be the person collecting the keys.
20. If available, the keys can be collected in advance from the nominated Booking Officer.
21. On returning the bus clean and refuelled to the nominated garage please ensure all windows are closed and all doors are securely locked and, where applicable, the garage roller door is locked. The keys are to be returned to the nominated Booking Officer.
22. If travelling on a toll road, an additional cost of \$25.00 or greater if multiple toll roads are used, will be added to the hire cost to cover tolls incurred through Linkt.
23. The fire extinguisher on the bus is to be used for emergencies only and is not to be tampered with under any circumstances unless for the express purpose of extinguishing fires.

**FOR ROADSIDE ASSISTANCE RING RACV ON 131 111 AND QUOTE MEMBERSHIP
NUMBER 4539191**

**ANY ORGANISATION OR INDIVIDUAL THAT DOES NOT FULFIL THESE CONDITIONS
WILL JEOPARDISE FUTURE USE OF THE BUS**