

### BUS HIRE APPLICATION

Please complete a separate form for each date required. 'Conditions of Hire' form part of this application.

NAME OF HIRER: \_\_\_\_\_

ORGANISATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

HIRE DATE/S: \_\_\_\_\_

HIRE TIME/S: Depart Pole Depot - \_\_\_\_\_

Return Pole Depot - \_\_\_\_\_

DESTINATION: \_\_\_\_\_

APPROXIMATE NO. OF KILOMETERS: \_\_\_\_\_

EXPECTED NO. OF PASSENGERS: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

DRIVER'S NAME: \_\_\_\_\_

Driver must hold a minimum Class 1B/LR (Light Rigid) licence and a photocopy of the driver's licence must accompany this application.

### ACKNOWLEDGEMENT

I have read the Conditions of Hire for the Pole Depot Bus and agree to abide by them:

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICIAL USE ONLY

Application approved:  Yes  No

Bond taken:  Yes  No \_\_\_\_\_ kms @ \$ \_\_\_\_\_/km =  
\$ \_\_\_\_\_

Receipt No. \_\_\_\_\_ Taken by: \_\_\_\_\_ Date: \_\_\_\_\_

## CONDITIONS OF HIRE

Pole Depot buses do not have a 'black box', and can, therefore, only be used in the Sydney metropolitan area, which is roughly bounded by Hornsby (north), Windsor (north-west), Penrith (west), Campbelltown (south-west) and Helensburgh (south).

Adherence to the following rules is requested. Failure to meet any of the conditions stated will jeopardise any future bookings by the group(s) concerned.

### **1. PRIOR TO HIRE OF BUS**

- (a) An application form for bus hire must be FULLY completed and approval received by the Pole Depot Management Committee.
- (b) Ensure that the "1B/LR" Class driver nominated on the application form is the ONLY person to drive the bus.
- (c) "Acknowledgement" Section on application form to be signed, agreeing to abide by *Conditions of Hire*.
- (d) Where deemed necessary by Pole Depot, the nominated driver will be required to undergo a driving competency test prior to the hire being accepted.
- (e) Bond money must be paid prior to collecting the bus.

### **2. COLLECTION OF BUS AND DURING HIRE PERIOD**

- (a) Collect and return the key to Pole Depot Community Centre during office hours.
- (b) Ensure that seating arrangements are ONE PERSON (child or adult) PER SINGLE SEAT **ONLY**. Ensure that ALL seatbelts are worn at all times.
- (c) Ensure that the total number of persons traveling in the bus does not exceed the number of passengers for which the bus is licensed. 'Persons' refers to both children and adults.
- (d) Ensure that when children are traveling in the bus, there is a minimum of two adults who will supervise the children, and therefore the adults must not be seated in the front, but in the back section with the children.
- (e) Travel to the destination approved on the application form **ONLY**.
- (f) The driver of the vehicle will not have consumed alcoholic beverage or any other drug or substance that may affect the safe operation of the vehicle within eight (8) hours of operating the vehicle, nor consume same whilst operating the vehicle.  
Under no circumstances are alcoholic beverages to be carried in or consumed in the vehicle by a passenger or supervisor.
- (g) The vehicle will at all times be operated within the Traffic Act & Regulations. Any infringement will be finalised by the driver/hirer of the vehicle.
- (h) The vehicle will not be left parked unattended whilst breaching the Traffic or any other Act controlling parking, including Local Council Regulations. Any infringement will be finalised by the driver/hirer.
- (i) When left unattended, all doors and windows will be closed and locked.
- (j) The driver/supervisors will be held fully responsible for the behaviour of all passengers in the vehicle.
- (k) Food or drink is not to be consumed in the vehicle unless by agreement of the hirer and under special conditions.
- (l) Smoking in any form is not permitted within the vehicle by passengers, drivers or supervisors.
- (m) The vehicle is not to be taken on dirt or other roadway that is in a condition that may render the operation of the vehicle unsafe. This does not include roadways, dirt or otherwise which are acceptable entrances to camping and/or recreational scenic areas that are suitable for normal vehicles.

### **3. ACCIDENTS**

- (a) Report any accident or injury incurred whilst the bus is in use to the Centre at Pole Depot.
- (b) In the event of an accident, the hirer will be responsible for payment of the total excess premium due to Pole Depot.

### **4. RETURN OF THE BUS**

- (a) Ensure the bus is returned with a full tank - using DIESEL.
- (b) Ensure return of the bus and key at the time stated on the application form, to the appointed place of return.
- (c) Ensure that the bus is returned in a CLEAN STATE, BOTH INSIDE AND OUT. Should this not be the case when you take delivery, please advise the Pole Depot Centre Director.
- (d) Ensure that the Log Sheet and Check List in the bus are completed IN FULL at the conclusion of the trip and left IN THE BUS.
- (e) Ensure the bus is completely locked on return.

### **5. PAYMENT OF HIRE FEES**

- (a) An account for use of the bus will be forwarded at the conclusion of the hire.
- (b) Cost for use of the bus is \$1.25 per kilometre (+ GST), payable within seven (7) days of receipt of the account. A minimum hire fee of \$30.00 applies.
- (c) A bond of \$500.00, by cheque or cash, is payable prior to hiring the bus and is refundable upon safe return of the bus.