

Shire of Esperance

SENIORS COMMUNITY BUS

Background

The Seniors Community Bus was a project that was made possible through the dedication and commitment of the Seniors community of Esperance who raised \$23,000 towards this project, and Lotterywest who gave a grant of \$64,000. Shire President Mr Ian Mickel officially launched the bus during Seniors Week 2003, and the Shire has generously committed to provide \$5,000 annually to cover maintenance and other on road costs. Esperance Home Care manages the bookings on behalf of the Shire of Esperance.

Description of the Bus

The Seniors Community Bus is available for hire by any community member or organisation, with the priority given to Seniors organisations. The bus seats 21 including the driver.

Fees to Hire the Bus

The cost to hire the bus is \$150 for the first 100kms and \$1.00 per km after that. This includes the cost of maintenance, petrol and bus replacement. A \$200 bond is required and the booking will not be confirmed until the bond is received (some Seniors groups may be exempt). The hirer is responsible for returning the bus in a clean and tidy state and if the bus is not clean an additional fee of \$48 per hour will be charged to cover the cost of cleaning the bus.

Bus Driver

A Light Rigid (LR) license is required to drive the bus. A photocopy of the nominated driver's license is required with the booking. If the driver is volunteering their services to drive the bus a LR class driver's license is required, but if the driver is to be paid for driving the bus then an 'F' endorsement is also required. It is the hirer's responsibility to determine their nominated driver/s have the correct license.

Booking the Bus

Bookings can be made by contacting Esperance Home Care on 90831800 Mon – Frid 8.30am to 4.30pm. A completed application form, copy of nominated drivers license and \$200 bond is to be received by the office prior to any booking being confirmed. Regular ongoing bookings will not be accepted (ie no organisation will be able to book the bus for every Sun of the year). This will prevent any group from monopolizing the use of the bus.

Bus Check List

You will be required to complete a checklist of the bus before taking the bus out so that you will not be held responsible for any damage that already exists.

Complaints Policy

Should you have any complaints about the procedure for hiring the bus, then your complaints can be directed to:

Mr Rod Hilton Executive Manager Community Services
Phone 90710666 during office hours.

Shire of Esperance

SENIORS COMMUNITY BUS HIRE FORM

Hirers must read all of this form before use of the vehicle so that they are fully aware of all the terms and conditions of the Hire Agreement.

Conditions of Hire

1. All bookings to be made at the Esperance Home Care Office in Black Street (next to the Bay of Isles Leisure Centre). Seniors groups will be given priority use of the bus and these groups may be exempt from paying a Bond upon request;
2. So that the bus can be accessible to all community groups a standard booking is no longer than 3 days. A longer term may be negotiated on request;
3. The keys are to be picked up from the Esperance Home Care office;
4. Bus return times to be negotiated with Esperance Home Care;
5. A \$200 bond will be charged in accordance with Council Policy, and must be paid at the time of booking the bus to ensure confirmation of that booking;
6. The bond may be retained in the event that:
 - a cancellation notice is not received should you decide against using the bus with no refund if the cancellation is less than 3 days before the intended date;
 - non-payment occurs,
 - the cleanliness of the bus is not satisfactory;
7. User to make sure the inside of the bus is clean and tidy before returning the keys. If not clean, they will be asked to clean the bus, or a cleaning fee will be charged at \$48 per hour. Council's decision on cleanliness of the bus upon return is final;
8. If the hirer picks up the bus in an unsatisfactory condition, the hirer must contact Esperance Home Care immediately;
9. Damages or breakages, which result from misuse by the hirer, are the responsibility of the hirer and all replacement or repair costs will be charged to the hirer. Repairs arising from normal usage are the responsibility of Council;
10. The hirer is responsible for the safety of all passengers at all times;
11. In the case of a motor vehicle accident where the hirer is proven to be negligent, the hirer is liable for the first \$500 arising out of an Insurance Claim to cover Council's \$500 excess, in all other circumstances Council will carry the excess;
12. Smoking and/or the consumption of alcohol is not permitted in the bus at any time;
13. In the case of breakdowns of the bus, the hirer is to make every endeavor to return the bus to Esperance. The alternate transport of passengers becomes the sole responsibility of the hirer;
14. **The hirer shall check the oil, water and tyres before and after use;**
15. When picked up, the bus will have a full tank of diesel fuel and it is the hirer's responsibility to return the bus full of fuel.

The Shire of Esperance retains the right:

1. To change, alter or adopt new rules as they wish;
2. Also to refuse use of the bus if they wish.

Other Information

The bus comfortably seats 21 persons including the driver;

A copy of this form is to be retained by the Hirer for their information;

Cleaning of the bus

Inside – Floors must be swept and washed. Seats wiped over and windows cleaned;

Outside – Washed and windows cleaned;

Cleaning products are kept at the front of the bus. A broom and mop can be found at the back of the bus.

Emergencies

Please ring (08) 90831800 (any time) in the event of an emergency.

The Esperance Seniors Community Bus has been provided with the assistance of the Seniors Community of Esperance, the Lotteries Commission of WA through Lotterywest, and the Shire of Esperance.