



## **COMMUNITY MINI-BUS POLICY**

### **Background**

Hume City Council has six twelve seater mini-buses available for use by groups. One of the buses has a hydraulic lift. This bus can carry six passengers and two wheelchairs or eight passengers and one wheelchair. Currently four buses are based at Broadmeadows, one at Sunbury and one at Craigieburn. The buses are maintained and updated by Council in line with its existing vehicle policy (each 3 years or 60,000 kms), the cost of which is borne by Council with subsidy from user fees.

Eligibility criteria are as stated within this document. All user groups are requested to familiarise themselves with this document in relation to their intended use of these vehicles. This document must be read in conjunction with the "Conditions of Use" document.

### **Guidelines for Operation of Community Mini-buses by the Hume City Council**

The purpose of the community mini-buses is to provide a service for community members who are transport disadvantaged to enable them to participate in activities and programs they would otherwise not have access to.

Transport disadvantaged groups will be those whose members are disabled, under 18 years of age or over 55 years of age, and people residing in areas which lack public and private transport.

## **ELIGIBILITY GUIDELINES/PRIORITY STATUS**

Priority of access will be given to:

1. Council Programs involving the transport disadvantaged.

2. Hume City Community groups – i.e. not for profit organisations for community purposes activities, church/voluntary groups, schools, nursing homes, hostels, groups accessing local residents to provide social and recreational outlets.
3. Hume City residents and staff for private use. This includes usage by private organisations and groups.

#### **PROCEDURE FOR BOOKINGS:**

1. (a) General bookings for groups under criteria 2 can be made not more than three months in advance by contacting the Social Support staff on 9205 2581  
  
(b) Groups under criteria 3 may not book more than 2 weeks in advance. The mini-buses will be allocated to these groups pending availability and overall suitability.
2. The buses can be booked subject to availability and eligibility guidelines.
3. An application form must be completed prior to use and a copy of a valid license lodged.

#### **Collection of Keys**

Keys must be collected from the Customer Service Officers at their respective offices on the day of use. Keys cannot be issued unless the signed Tax Invoice is lodged with payment. Keys may be collected the day before if picking up prior to 8.00 or on Friday for weekend use but buses may not be taken prior to the booked time. Buses booked for the next day cannot be taken the night before unless an overnight fee is paid. **Customer Service Cashier hours are Monday to Friday between 8.15 am and 4.45 pm.** A suitable time for all collections and returns should be arranged with the Booking Officer at the time of booking. Keys returned outside business hours must be returned as follows:

- a) For Broadmeadows buses, keys must be placed in the mail slot in the door at the western (right hand side) end of the building. Door is next to the loading bay.
- b) For the Sunbury bus, keys must be placed in the mailbox located next to the main entrance of Sunbury Offices.
- c) For the Craigieburn bus, keys must be deposited through the mail slot in the door of the Craigieburn Office.

## **License Requirements**

A current Victorian car license is required to drive the buses. Probationary drivers will not be accepted. All buses are manual.

The log book is to remain in the bus at all times and *must be filled* at the commencement and completion of the journey.

Drivers must carry their licences at all times.

## **Cost of Hire from 1 October 2008**

1. The bond for this year is \$100 per booking which will be retained for a maximum of 3 months.  
For regular user groups, the bond may be held subject to annual review and released at the end of each calendar year.
2. The user fee is subject to eligibility guidelines and the particular vehicle used.

- (a) Council Programs:  
Hume City community groups – i.e. not for profit organisations for community purposes/activities.

Hourly rate: \$12.50 per hour + petrol  
Daily rate: \$70.00 + petrol (7.00am – midnight)  
Weekend rate: \$200.00 + petrol (5.00pm Friday until m'night Sunday)  
24 Hour Rate: \$120.00 + petrol  
Late Return Penalty \$70.00

***NB: BOOKINGS CANNOT BE MADE MORE THAN THREE MONTHS IN ADVANCE***

- (b) Hume City residents and staff for private use. This includes usage by private organisations and groups. –

Hourly rate: \$18.00 + petrol  
Daytime rate: \$104.00 + petrol (7.00am – midnight)  
Weekend rate: \$280.00 + petrol(5.00pm Friday until m'night Sunday)  
24 Hour Rate: \$156.00 + petrol  
Late Return Penalty \$104.00

***NB: BOOKINGS CANNOT BE MADE MORE THAN TWO WEEKS IN ADVANCE***

**ALL PRICES ARE INCLUSIVE OF G.S.T. EXCEPTING THE BOND WHICH IS G.S.T. FREE**

# CONDITIONS OF USE

Hirers of the buses are required to observe the following rules on the bus:

## 1. Conditions

- (a) The bus can only be driven by those drivers who have registered with Hume City Council and had their licence details recorded.
- (b) All drivers must drive in a safe manner adhering to all Road Safety Regulations.
- (c) Drinking of alcohol by the driver or passengers is not permitted in the bus.
  - ◆ No eating
  - ◆ No drinking
  - ◆ No smoking
- (d) Buses must be returned with a full tank of fuel, regardless of the length of the trip or reading of the fuel gauge. An administration charge and fuel costs will be charged to any hirers who do not refill the bus after use.
- (e) The *log book must be completed* by all registered drivers while they are in charge of the vehicle. The log book is located in the pocket of the drivers door in the bus.
- (f) The vehicles must be returned to the Council compound following use and should be left in neutral gear with the hand brake on. **If returning out of hours or to the Craigieburn office, vehicles should be locked in the compound.**
- (g) Seat belts must be worn at all times.
- (h) Appropriate child restraints must be provided by hirer and must be used when carrying children.
- (i) No more than 11 passengers are to be carried.
- (j) Drivers are responsible to check oil, water and tyre pressure using the "Preventative Maintenance Checklist" .
- (k) Groups hiring the bus must ensure that the bus is not re-let and is not taken out of Victoria.
- (l) Preventative Maintenance Checklist must be filled out prior to taking the bus out and again on returning the bus. If any damage is found on return and it has not been recorded on the checklist prior to departure you will be deemed responsible.
- (m) **SPECIAL CONDITIONS APPLY TO SNOW TRIPS. Please enquire for these.**

## 2. **Cleaning of the Bus**

The bus must be left in a clean and tidy condition (interior and exterior). Exterior must be washed if it is muddy or dirty. All rubbish is to be removed. If the bus is left in an unsatisfactory condition, the cost of cleaning will be charged to the responsible user group. Brooms are located in the buses.

## 3. **City Link Toll, Speed Activated and Red Light Camera Violations**

As buses are not fitted with E-tags the hirer must organise their own day pass if planning to use City Link

Hirers are responsible for any traffic infringements including failure to pay City Link Tolls

For your information, if a Council vehicle is detected by a "speed camera" for exceeding a speed limit, or red light camera, the police will issue a Penalty Notice in the name of Hume City Council as the vehicle owner.

The Council must then, by law, complete a declaration nominating the driver of the vehicle, who shall be the person who has signed the log book or the person nominated on the bus booking form at the time of the offence. The Police will then forward a new Infringement Notice to the driver nominated.

## 4. **Accidents/Damage**

Any accidents whether damage has occurred or not must be reported to the Customer Service Officer. All damage or any problems with the bus must be reported. An accident/breakdown procedure is located in the pocket of the driver's door in the bus. Any damage (e.g. accidents, slashed seats or interior etc.), done during a group's outing will be dealt with as follows:

- (a) In cases of significant wilful damage, the hirer will be fully responsible for paying all costs related to repairing the bus and the bus is most likely to be unavailable to that particular group again.
- (b) In the case of an accident, the hirer is responsible for the insurance excess payment, currently \$500.00 plus any age related excess for under 25's.
- (c) The responsible hirer is to pay for any minor repairs and damage if the total cost is less than the insurance excess.

## 5. **Cancellations**

If bookings are not required, groups must advise the Customer Service Officer immediately. Failure to notify at least 24 hours prior to the date of required use will result in a cancellation fee of \$25 charged for each day that the bus was booked.

Council also reserve the right to cancel bookings if:-

- (a) A group has not abided by the guidelines as detailed in the Community Bus Policy.

(b) The buses require repairs or maintenance. (Where possible, maintenance will be pre booked.)

Groups shall be advised as soon as possible if a booking is to be cancelled.

Council will attempt to provide an alternative Council bus for the hirer if less than 48 hours notice is given to advise of the original bus being unavailable.

6. **Bond Returns**

Due to the delay in receiving information from City Link, bonds will not be returned for approximately *three months*. Bonds will be returned in full if the above conditions are met. If not, any costs plus an administration fee, will be deducted from the bond. Bonds can only be held until the end of the calendar year.