

# COMMUNITY BUS

## BOOKING FORM

NAME (for invoicing/payment): \_\_\_\_\_

CONTACT DETAILS: HOME: \_\_\_\_\_ MOBILE: \_\_\_\_\_

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

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

DATE OF HIRE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

BOND PAID:  YES  NO TRUST #: \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_

### REFUND OF BOND

BRANCH: \_\_\_\_\_ ACCOUNT NAME: \_\_\_\_\_

BSB: \_\_\_\_\_ - \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_

**At the time of returning the key, you will be required to confirm your bank account details in writing, in order for us to return your bond.**

I agree to release and indemnify the Shire of Brookton from any loss or damages which may be caused by the said Club/Individual either by negligence, lack of skill or improper use or by accident whereby damage or loss may be occasioned to the Club, any person or goods.

SIGNATURE: \_\_\_\_\_

### **ONLY THE NAMED DRIVER ON THIS DOCUMENT MAY DRIVE THE BUS.**

NAME OF DRIVER: \_\_\_\_\_

DRIVERS LICENCE NUMBER: \_\_\_\_\_ ENDORSEMENT TYPE: \_\_\_\_\_

KEYS TO BE COLLECTED: \_\_\_\_\_

### **TO BE COMPLETED DURING/AFTER HIRE:**

DATE HIRED: \_\_\_\_\_ DATE OF RETURN: \_\_\_\_\_

### **SPEEDOMETER READING:**

DEPARTURE: \_\_\_\_\_ RETURN: \_\_\_\_\_

**TOTAL DISTANCE:** \_\_\_\_\_

### **BUS SEATS 21 INCLUDING THE DRIVER**

TRAILER USED:  YES  NO TRAILER IN WORKING ORDER?  YES  NO

FUEL FULL:  YES  NO CHECKED BY: \_\_\_\_\_

**EQUIPMENT CHECK**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Handy Andy       | <input type="checkbox"/> Ajax Spray & Wipe   | <input type="checkbox"/> Mop x 2                 |
| <input type="checkbox"/> Windex           | <input type="checkbox"/> Armor-all Car Wash  | <input type="checkbox"/> Broom                   |
| <input type="checkbox"/> Dust Pan & Brush | <input type="checkbox"/> Check First Aid Kit | <input type="checkbox"/> Check Fire Extinguisher |

**IMPORTANT INFORMATION – PLEASE READ PRIOR TO USE**

- > “LR” Class Licence is the minimum requirement to drive the bus.
- > A bond of **\$350.00** will to apply to ALL bus hire.
- > The hire of the bus is **\$0.90 per km** (incl. GST). Minimum charge is **\$42.00** per day.
- > Trailer hire is **\$41.00** per use.
- > Keys must be returned with this hire form promptly after use.
- > Check oil and water in the bus before leaving. Visually check tyres for damage and pressure. On return refuel at hirer’s cost, wash bugs off and clean windscreen.
- > **THE BUS MUST BE RETURNED WITH A FULL TANK OF FUEL.**
- > User must ensure that the bus is clean before returning the keys. Seats are to be clean, floor swept and mopped. Cleaning materials are located at the back of the bus behind the back seat. If bus is taken on gravel or through mud – the outside **MUST** be washed.
- > If the bus is returned in an unsatisfactory condition the Shire may request the hirer to *reimburse cleaning costs*.
- > **NO** alcohol or food is to be consumed in the bus.

**THE BUS IS INSPECTED AFTER EACH USE.**

**OFFICE USE ONLY:**

BUS INSPECTED:      DATE: \_\_\_\_\_      TIME: \_\_\_\_\_

INSIDE CONDITION: \_\_\_\_\_ FIRST AID BOX CHECKED:  YES       NO

**VEHICLE INSPECTION REPORT (TO BE COMPLETED BY SHIRE STAFF)**

CONDITION OF PAINTWORK: \_\_\_\_\_

CONDITION OF TYRES: \_\_\_\_\_

**ANY DAMAGE TO BE NOTED**

NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ACTIONS RECOMMENDED: \_\_\_\_\_  
 \_\_\_\_\_

INSPECTION COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_