

COMMUNITY BUS

BOOKING FORM

CONTACT NAME (for invoicing/payment): _____

ORGANISATION: _____ PURCHASE ORDER # _____

HOME NUMBER: _____ MOBILE: _____

EMAIL: _____

MAILING ADDRESS: _____

DATE OF HIRE: _____ RETURN DATE: _____

BOND PAID: YES NO TRUST #: _____ AMOUNT PAID: _____

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 OF RESPONSIBLE PERSON: _____

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

NAME OF DRIVER: _____

DRIVERS LICENCE NUMBER: _____

ENDORSEMENT TYPE: _____

KEYS TO BE COLLECTED: _____

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

KEYS TO BE COLLECTED: _____

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.

REFUND OF BOND

BRANCH: _____ ACCOUNT NAME: _____

BSB: _____ ACCOUNT #: _____

BUS INSPECTION

OFFICE USE ONLY:

BUS INSPECTED

DATE: _____ TIME: _____

INSIDE CONDITION: _____

FIRST AID BOX CHECKED: YES NO

FUEL FULL: YES NO

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"/> Dustpan & Brush | <input type="checkbox"/> Check First Aid Kit | <input type="checkbox"/> Check Fire Extinguisher |

VEHICLE INSPECTION REPORT

CONDITION OF PAINTWORK: _____

CONDITION OF TYRES: _____

ANY DAMAGE TO BE NOTED

NOTES: _____

ACTIONS RECOMMENDED: _____

INSPECTION COMPLETED BY

NAME: _____

POSITION: _____

DATE: _____

SIGNATURE: _____

COMMUNITY BUS HIRE

IMPORTANT INFORMATION – PLEASE READ PRIOR TO USE

- “LR” Class Licence is the minimum requirement to drive the bus.
- Maximum capacity is 21 persons.
- A bond of **\$350.00** will apply to ALL bus hire.
- The hire of the bus is **\$0.95 per km** (incl. GST). Minimum charge is **\$44.00** per day.
- Trailer hire is **\$43.00** per use.
- Keys must be returned with this 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.
- **BUS IS INSPECTED AFTER EACH USE**

EQUIPMENT CHECK

- | | | |
|--|--|--|
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| <input type="checkbox"/> Windex | <input type="checkbox"/> Armor-all Car Wash | <input type="checkbox"/> Broom |
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TO BE COMPLETED DURING/AFTER HIRE:

DATE HIRED: _____ DATE RETURNED: _____

SPEEDOMETER READING:

DEPARTURE: _____ RETURNED: _____

TOTAL DISTANCE: _____

BORROWER NAME/SIGNATURE: _____