

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 #: _____

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: _____

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 apply to ALL bus hire.
- > The hire of the bus is **\$1.10 per km** (incl. GST). Minimum charge is **\$55.00** per day.
- > Trailer hire is **\$38.00** 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 OR FUEL USED WILL BE CHARGED AT \$2.00 PER LITRE.**
- > 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: _____