

Introduction

The Hindmarsh Shire Community Bus is a community based, not for profit service sponsored by Hindmarsh Shire Council (**Council**).

Council intends that the vehicle be used to increase access to both appropriate and affordable transport for community groups within the Hindmarsh Shire (**Shire**) by providing a service where there is nothing currently available.

Access

Access to the Community Bus is to be determined by Council's eligibility criteria and guidelines. At no stage should the vehicles be used to compete with commercial services or offer services that are already available within the Shire. Council reserves the right to refuse access to groups that do not meet the eligibility criteria.

Vehicle Details:

Toyota HiAce Commuter Bus

Vehicle capacity	The vehicle seats 12 people (including the driver).
Transmission	The vehicle has column shift automatic transmission.
Door	The vehicle has four doors. The front two doors open outwards. The side door is a sliding door, improving safety for persons entering or alighting the vehicle. The vehicle also has a rear door, which acts as an emergency exit. There is an automatic step situated at the side sliding door.
Luggage Capacity	The vehicle has limited carrying capacity.
Wheelchair Hoist	The vehicle is not fitted with a wheelchair hoist.
Roof Rack	The vehicle is not fitted with roof racks
Tow Bar	The vehicle is not fitted with a tow bar.
Insurance	Council is responsible for the vehicle's comprehensive insurance.
Registration	Council is responsible for the vehicle's registration.
Maintenance	Hindmarsh Shire Council is responsible for the mechanical maintenance of the vehicle.

Drivers

All people driving the Community Bus MUST:

- be over 25 years of age
- hold a current Australian drivers licence
- have completed the driver familiarisation program
- have a 0.00 blood alcohol limit at all times

A copy of the driver's licence is to be obtained by the Council booking officer and the Hire Agreement and Driver Declaration must be signed before access to the vehicle is given. Should it be expected that there be

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more than one driver over the course of the trip, all drivers must present their licence to the booking officer.

Drivers are expected to drive in a responsible manner and abide by all road rules. Any claims arising out of negligent driving will not be covered by Council's insurance.

Service Cost	The cost to each not-for-profit organisation/group is \$0.55/km ; the cost to each private organisation/group is \$1.35/km . It is the responsibility of the hiring organisation to refuel the vehicle prior to return. Council reserves the right to charge groups a bond on hire of the vehicle which is fully refunded on return of a clean, fuelled and undamaged vehicle. Charges start from when the vehicle is collected.
Priority of Use	The priority of use of the Community Vehicle is the responsibility of Council. The priority is to be determined through community consultation and particular emphasis should be given to groups within the community for whom transport is currently unavailable.
Booking cancellations	Hindmarsh Shire is to be advised of cancellations as soon as possible, preferably no later than twenty-four hours prior to vehicle pick up, so that the vehicle can be booked by other users.
Vehicle Condition Report	All drivers are required to complete the Vehicle Condition Report prior to the journey and at the completion of the journey. The Vehicle Condition Report needs to be completed by the driver and signed by a Council staff member where possible. The Vehicle Condition Report will be provided with the conditions of use
Incident/Hazard Report	In the event of an accident, breakdown or damage, the driver must ensure that an incident/hazard report is completed and forwarded to Council. The report is on the back of the vehicle condition report
Log Sheet	The log sheets are located in the vehicle console. Details of each trip are to be recorded in the logbook. Details must include each driver's name, the speedometer readings at the start and finish of the trip, total kilometres travelled, time of departure and return.
Cleaning of the Vehicle	Each group that uses the vehicle is responsible for ensuring that it is returned clean and in the same order it was picked up/delivered. Failure to do so will result in the group being invoiced for the cost of cleaning the vehicle.
Vehicle Fueling – DIESEL ONLY	It is the responsibility of each organisation / group to ensure the vehicle is fully fuelled when it is returned. Failure to do so will result in the organisation concerned being invoiced for the fuel and any administration costs.
Vehicle Garaging	The vehicles must be parked in a safe, off-street location at night where the booking is for an extended period.
Vehicle pickup and return	The designated pickup and return location for the vehicle is the rear of the Council office in Nhill. Each hiring organisation is responsible for the pickup and return of the vehicle to this point. Arrangements for key pick up and return will be made with the Booking Coordinator prior to vehicle pick up. For user groups outside of Nhill that may have difficulties with this arrangement, the Booking Coordinator will endeavour to assist, through use of Council staff, alternative pickup and drop-off points.

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Vehicle Repairs	Mechanical malfunctions should be <i>immediately</i> brought to the attention of the Booking Coordinator. Any required repairs should also be brought to Council's attention as soon as possible utilising the incident/hazard form.
Insurance Claims/Accidents	In the event of an accident it is the responsibility of the organisation using the vehicle to immediately inform Council so that an insurance claim can be arranged. Notification must be followed with an incident report which is provided at time of booking. Council's insurance policy excess for over 25 yrs of age is \$500.00. The hiring organisation is responsible for damage costs up to this amount.
Passengers	The Toyota HiAce is licenced to carry 12 people (including the driver). At no time should this passenger limit be exceeded.
Seat Belts	All seats in the HiAce are fitted with seat belts. It is the driver's responsibility to ensure that passengers wear their seat belts at all times while the vehicle is moving.
Disabled Parking Permit	Groups will have access to a disabled parking permit if required. The permit is located in the vehicle console. Please do not abuse the permit. Where passengers would not usually fit the criteria for issue of a disabled parking permit, please refrain from using the permit.
Fines	All traffic and parking fines are the responsibility of the driver. Council takes no responsibility for any fines incurred.
Smoking	Smoking in the vehicle is strictly prohibited.
Consumption of food and drink	Food and drink are not to be consumed in the vehicle at any time.
Breach of Guidelines	If a breach of these guidelines occurs, Council reserves the right to immediately withdraw the vehicle from use by the offending person and/or to refuse to allow the use of the vehicle in future.

Privacy Statement

We will handle any personal information you have provided in this form in accordance with the Privacy and Data Protection Act 2014. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our [Privacy Policy](#) or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.

Should an incident occur that results in or may result in an insurance claim, your personal information may be provided to Council's insurer. In providing this personal information and agreeing to the terms of use contained within this hire agreement, you consent for your personal information to be shared with Council's Insurer.