



Manly Warringah Pittwater Community Transport Inc **Bus Hire Term and Conditions**

Vehicles

17-21 Seat Toyota Coaster Mini Buses
12 Seat Mercedes Van

Access to Bus

The bus can be used by groups, community groups or individuals performing community work. There is however priority for certain groups.

They are:

- Manly Warringah Pittwater Community Transport Groups
- HACC (Home and Community Care) community organisations
- Other local community organizations
- Individuals

Manly Warringah Pittwater Community Transport reserves the right to refuse any group or individual use of the bus.

Use of the Bus

- The bus may only be used for the purpose which is stated at the time of application and any alteration must be approved by MWPCT in advance.
- The distance for the use of the bus is limited to 100km from the buses garaging point (unless otherwise authorized by MWPCT under a special agreement)
- The bus is not to be hired overnight (unless otherwise authorized by MWPCT under a special agreement)
- Users must record in the log book provided, the following information:
 - Date
 - Name of group
 - Name of Driver
 - Kilometre reading at beginning and end of trip
 - Total kilometers used
 - Any comments or problems with the bus at time of hire
- Any problems should be reported to the office of MWPCT as soon as possible on 9971 5110
- NO ALCOHOL is to be consumed on the vehicle at any time
- NO SMOKING on the bus at any time
- NO EATING or DRINKING on the bus at any time
(Failure to adhere to these regulations will result in a financial penalty)
- **DEISEL ONLY**
- Fuel cost will be charged at 30 cents per km payable at end of journey. A \$50 fuel bond will be held with adjustment made at end of journey. MWPCT monitors all

log sheets for buses (these stay on the bus) and should correspond with check list sheet brought back to office with keys and security pass.

- Keys are to be picked up and dropped off at the office of MWPCT. 110/30 Fisher Rd DEE WHY 2099. The office is open between 9.00am and 16.00pm Monday to Friday. (Regular hirers may apply to be issued with a set of keys at the discretion of MWPCT)
- The hirer is responsible for the cleanliness of the bus at the end of the trip, the bus should be swept and the rubbish removed. (Failure to comply will result in a financial penalty)

Bus Location

- **All buses are kept at the Warringah Council Depot, Middleton Road, Cromer 2099. (The buses are parked in designated spaces on left hand side of driveway).**
- **Private vehicles, if being left at Depot, are to be left outside of the premises.**

Drivers:

- Drivers using Toyota Coasters must hold at least an LR license and drivers using Toyota Hiace at least a C class
- All drivers must present their license to the office of MWPCT prior to the trip and collecting the keys. A photocopy of the license will be taken and kept on file.
- All buses **MUST BE PARKED** in the **ALLOCATED SPACES**.
- Drivers will also be asked to sign an authority authorizing MWPCT to access information relating to the number of demerit points via the RTA
- Except in an emergency only the nominated driver(s) can operate the bus

Procedure to be followed in case of a breakdown or accident:

- In case of a negligent accident the hirer will be responsible for any expenses incurred by Manly Warringah Pittwater Community Transport as a result of the accident
- In case of a breakdown the hirer is to contact the NRMA for assistance. Inform the NRMA of the registration of the bus.
- In the event of an accident all the repairs will be covered by MWPCT'S insurance. The hirer will take full responsibility for paying the excess on the cover.
- The driver/hirer must contact MWPCT as soon as possible after breakdown/accident with details
- Driver/hirer is responsible for all fines relating to traffic/parking offences

Manly Warringah Pittwater Community Transport 9971 5110

I the driver/hirer representing my organisation/group accept these terms and conditions

Name.....Signed.....Date.....