Application to Hire Community Bus

(Hirer Name) _____ of (Address)_____

_____

Hereby make application on behalf of (Group): _____

Phone Number: _____ Email Address: _____

Name of Driver:_____MDL Number: _____

Journey Details (Proposed route): _____

_____

The bus will be picked up on (Date) _____ at (Time) _____

and returning it on (Date) _____ at (Time) _____

**Ensure sufficient time is added in returning date listed above to allow for cleaning of the bus.*

A Fuel card is supplied for the Not-for-Profit hires only. For Commercial / For-Profit / State or Federal Funded Organisation hires, the Hirer is responsible for fuel payments. Prior to returning the bus to the Yilgarn Shire Depot, it must be full of fuel and cleaned thoroughly inside and out. The bus needs to undertake an inspection at the Yilgarn Shire Admin Office prior to returning it to the Yilgarn Shire Depot. If a bus handover must occur within a current booking, the club/group or other entity receiving the bus will take full responsibility for any cleaning or issues at the time of the handover.
Please note: A Cleaning charge of $450 will be issued if the vehicle is returned not cleaned (this is NOT a service offered) and may affect your option to hire again in the future.

Hire Rates
Not for profit: Cents per Kilometre - $0.66
Commercial / For Profit / State or Federal Organisations: Cents per Kilometre - $0.99
Community Bus Trailer hire per day - $55.00

How is the Bus fee(s) to be paid?
Bank Transfer ☐ Chq/Cash ☐ EFTPOS ☐ Invoice ☐

How is the Bus Bond to be paid?
Bank Transfer ☐ Chq/Cash* ☐ EFTPOS* ☐ Card Details ☐ Prev. Paid to Shire ☐

*****Please be aware that if Bond is paid with cash, cheque or eftpos, to return the funds, the Hirer will be subject to our Creditor process and policies.

IF CREDIT CARD DETAILS ARE TO BE HELD FOR DURATION OF HIRE FOR BOND PURPOSES

Hirer to complete the Credit Card details box at the bottom of page one to keep card details held on record until the return of bus and upon passing return inspection.

I, (Name)_____, understand that by signing and providing card details below, that the card may be charged the bond of $500.00 if any damage has occurred to the community bus, and that all credit card details provided are true & correct and funds are available if required, and card is able to make payments via MOTO EFTPOS transaction.

Application to Hire Community Bus

Declaration:
I agree to be responsible for and indemnify the Shire of Yilgarn for any loss or damage that is caused to the bus either by negligence, unskilfulness or improper use by any person.

I also agree to observe all provisions of the Traffic Act, its regulations and the conditions of hire applicable. It should be noted to drive the bus it is necessary to hold a 'LR' classed motor driver's licence or a higher class and if you are transporting paying customers, you will need to hold a 'PTD' authorisation.

I hereby agree to pay all hire charges and/or additional costs associated with the hire of the Community Bus. I acknowledge that a deposit or part/full payment may be required prior to hire. **A bus hire bond of $500 may be charged prior to hire of the bus, and it can either be held in trust or returned to the hirer upon conclusion of hire, and return of bus when it has passed inspection.**

Signature of Hirer: _____

Date: _____/_____/_____ Copy of Driver's Licence attached: Y ☐ N ☐

OFFICE USE ONLY:

Hire Checklist Form completed by*:*

Staff member name: _____ Signature: _____

**Hire Checklist Form is available in the 3.Forms folder on shiredata under the Bookings & Hire section.*

RETURN OF BUS CREDIT CARD DETAILS SLIP

The Credit Card details slip at the bottom of this form will be returned upon passing return inspection.

Staff member returning Credit Card details slip: _____

Hirer name and signature confirming return of Credit Card details slip:

Name: _____ Signature: _____

Date of return: _____

In the event of hirer not wanting return of card details, or for staff to destroy the details on hirer's behalf, two staff members must complete the following:

Name: _____ Signature: _____

Name: _____ Signature: _____

Date of destruction: _____

Credit Card Details for bond purposes – to be held until bus is returned and passes inspection.

Name: _____

Credit Card Number: _____ Expiry: ____/_____ CVV: _____