

C1 USE OF SHIRE OF IRWIN COMMUNITY BUS

PURPOSE

The aim of this policy and procedure is to ensure that all groups that hire the Community bus have a safe and comfortable trip that is satisfactory to all parties involved.

POLICY

Council have a Community Bus that is available for hire to residents. Non-residents are also able to make bookings, however, it should be noted that if a resident requires use of the bus that they will be given preference over the non-resident regardless as to who booked first. The cost of the community bus is dependent on the kilometres travelled, but is charged at various rates. There are three categories of groups requesting to hire the Shire of Irwin Community Bus:

- Category 1: Dongara District High School and Seniors;
- Category 2: Community and Sports Groups;
- ~~Category 3: Business and Private Groups.~~

When booking the bus each category is required to complete the relevant booking form and nominate a driver(s). A bond is applicable to all bus hire categories; this bond is to be made up of the following:

- A bus hire bond to the value of vehicles insurance excess; and
- A cleaning bond of \$75.00.

Note: Council has a list of drivers, if a hire group wishes to use its own driver(s), that driver must provide a current "LR" class license (photocopy will be held by the Shire) prior to the hire event.

CATEGORY 1

DONGARA DISTRICT HIGH SCHOOL AND SENIORS

Dongara District High School and the Irwin Autumn Centre are two of the most regular bus users. The fee for this category is included in the Schedule of Fees and Charges and is reviewed annually, with no fee for kilometres travelled.

As regular users, the bond amount is payable once and will be held in a trust account by Council. On each return, the bus will be checked over by an appropriate Shire employee. Any cleaning/repair costs will be deducted from the bond and the hirer will be advised.

CATEGORY 2

COMMUNITY AND SPORTS GROUPS

For Community and Sporting Groups located within the Shire of Irwin the hire fee is included in the Schedule of Fees and Charges and is reviewed annually. There is a daily hire rate for usage within the Midwest Region, or a daily hire rate for usage outside the Midwest Region and the hirer will be charged for kilometres travelled.

As regular users, the bond amount can be payable once and will be held in a trust account by Council or to pay the bond before the bus is collected, on each return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded.

When all conditions have been met, the hire form will be signed off and if all is clean and no damage, the bond can be refunded less the kilometres used charge or if the bond is being retained by Council in Trust, then payment of the kilometre used charge must be received in full.

Note: An invoice can be issued for the daily hire fee and kilometres travelled charge.

The Community Bus must be returned with a full fuel tank; however, with the prior approval of the Chief Executive Officer, this requirement may be waived.

CATEGORY 3

BUSINESS AND PRIVATE GROUPS

~~Category 3 covers individuals or any group not covered by Categories 1 or 2; charges for this category, including a per kilometre charge are included in the Schedule of Fees and Charges and reviewed annually. The Community Bus must be returned with a full fuel tank.~~

~~Note: (Hire to users in this category is at the discretion of the Shire's Chief Executive Officer)~~

~~There is also a requirement for the hirer to pay the bond before the bus is collected, on return, the bus will be checked over by an appropriate Shire employee and the kilometres travelled will be recorded. When all hire conditions have been met, the hire form will be signed off and if all is clean and no damage, the bond will be refunded less the kilometres used charge and the cost for fuel, if the bus has not been refuelled prior to return.~~

~~Note: Due to insurance implications, it is at the CEO's discretion that for a provisional period the Shire of Irwin must decline the request to hire the community bus to business and private groups.~~

COMMUNITY BUS CONDITIONS OF HIRE

- All bookings are to be made through the Shire of Irwin.
- Drivers must produce a current "LR" class license (photocopy will be held by Shire);
- Bus to be cleaned inside and out on return, failure to do so will result in the loss of all or part of the cleaning bond;
- Bus to be returned to the Shire Depot by 4pm for daily bookings and 7am the following morning for overnight bookings;
- Charges will apply if tank is not full on return;
- No smoking on board the bus at any time;
- Food and drinks to be consumed at the discretion of the driver;
- Any damage/defects to be recorded in book on bus and reported to the Shire of Irwin immediately;
- Costs incurred to Shire of Irwin as a result of damage to bus are to be paid for by the undersigned;
- Keys to be picked up from the Shire Office (11-13 Waldeck Street) prior to departure during office hours;
- Enclosed footwear to be worn when picking up and dropping off the bus at the Shire Depot.

SHIRE OF IRWIN RESPONSIBILITY

- Ensure that the Shire of Irwin Community Bus is clean and well presented, roadworthy and reliable and meets the standard required by the booking;
- Ensure that the Driver is licensed, authorised, and competent to perform to the standard required;

DRIVER RESPONSIBILITY

- The Driver will ensure that he/she is fit, well and able to undertake the responsibility;
- The Driver will make every effort to ensure that the passengers enjoy a safe and comfortable journey;
- The Driver will ensure that all passengers are seated in accordance with the legal seating capacity of the bus, that all passengers are, and remain seated safely and properly, and that all luggages is stowed and secured correctly;
- The Driver will abide by all road and traffic rules, and shall not under any circumstance breach any laws in relation to driving hours;
- The Driver will ensure that the vehicle is clean and full of fuel;

- The Driver is required to wear appropriate footwear (enclosed shoes recommended) when operating, picking up and delivering the vehicle.

HIRER(S) RESPONSIBILITY

- The Hirer or Group must nominate at least one adult person to be responsible for the acceptable behaviour and well being of the passengers;
- Smoking, eating or drinking is at the discretion of the driver;
- The seating capacity of the community bus must not under any circumstance be exceeded, with only one adult person to each adult person space;
- If luggage needs to be carried with the passengers, the hirer should consider hiring the trailer;
- The community bus is seat belt equipped, all passengers must wear the seat belts;
- Standing passengers are not permitted;
- Passenger must remain seated whilst in transit;
- The aisle of the community bus, or emergency exits must not be obstructed by any means.
- School students, or groups of persons under 18 years of age, must have at least one adult travelling with them, who will be responsible for the behaviour and well being of the passengers.

EMERGENCY PROCEDURES

The community bus may be required to be evacuated under the following circumstances:

- At the instruction of the Driver, an authorised Shire employee, a police officer, or any other person having reasonable cause and authority to instruct;
- If there is a risk to passengers whilst any repairs or adjustments are made to the community bus;
- If there is a risk of fire or explosion;
- Post incident or accident.

PROCEDURE FOR EVACUATING BUS

Evacuation of the community bus may be instigated by one of the above mentioned events, and should proceed quietly, quickly and in an orderly fashion once the vehicle is stationary, and it is safe to do so. Evacuation will be by;

- The community bus door(s) if they are able to be opened, unobstructed and it is safe to do so;
- If evacuation is not practicable by the door(s), then evacuate by an available marked Emergency Exit;
- Once out of the vehicle, assembly shall be at a safe location sufficient distance from the vehicle, this distance being dependent on the circumstances;
- The adult/supervisor in charge will account for all the passengers, and attend to their needs, and keep order;
- The Driver will be the last person to leave the vehicle, and will oversee the safe assembly and accounting for the passengers;
- The Driver must report all incidents involving evacuation to the Shire of Irwin as soon as practicable followed up by a written report;
- This report shall include all details, such as, where, when, why, who the hiring group is, person in charge, person instructing evacuation, and names of persons injured or under duress, names, addresses and phone numbers of witnesses or involved parties.

REPLACEMENT POLICY

The vehicle is to be replaced according to the Plant and Equipment Replacement Program.

VEHICLE MAINTENANCE

Vehicle maintenance will be the responsibility of the Shire of Irwin and will be carried out on a regular basis and as required.

INSURANCE

The vehicle will be registered and insured under the Shire of Irwin's own Insurance Policy. The policy provides cover for any organisation hiring the bus, on the condition the nominated driver(s) has the appropriate driver's licence for the vehicle class. The cover is extended to all passengers on the bus in addition to any damage to property that may belong to a third party.

OPERATING BUDGET

The operating budget for the Community Bus will be in accordance with Council's Annual Budget. Operational costs shall include consideration of; the annual operational costs, estimated distance of travel, depreciation, trade value and new purchase price of a replacement unit.

Council considers the provision of a Community Bus to be a valuable community service and is committed to covering the costs associated even if it should run at a loss however all efforts will be made to make this a viable service.

<i>Date of Last Amendment – 22 November 2016</i> <i>(reviewed 27 June 2017 Minute 140617)</i>
