



# SHIRE OF IRWIN COMMUNITY BUS

## DDHS & Seniors Groups Bus Hire Form

Name: \_\_\_\_\_ Contact Telephone Number: \_\_\_\_\_

Organisation: \_\_\_\_\_

Destination: \_\_\_\_\_

Address for Invoice: \_\_\_\_\_

Drivers Name: \_\_\_\_\_ Trailer Required

Date of Hire: \_\_\_\_\_ to \_\_\_\_\_

Pick up Time & Date: \_\_\_\_\_

Drop off Time & Date: \_\_\_\_\_

Hire Charge - \$90.00 per day  \$160 per day  Total Cost: \$ \_\_\_\_\_  
(Within Midwest) (Outside Midwest)

\$500.00 Bond Collected: \_\_\_\_\_

*Staff Member to Sign*

Booking Number: \_\_\_\_\_ Debtor Number: \_\_\_\_\_ Invoice Number: \_\_\_\_\_

### **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.**
- 22 seats including the driver.
- **Bus to be returned to the Shire Depot by 4pm for daily bookings and 7am the following morning for overnight bookings.**
- 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 a Shire of Irwin Administration Officer 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 (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.
- Before entering the yard let someone from the Depot Office know that you are on site. You will be directed to fill in the Visitors Register inside the Depot Office.
- If leaving your vehicle at the Works Depot, please park in the visitors parking area, highlighted in red on the map.

I/We agree to abide by the conditions of hire as stated above.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*FUEL IS KINDLY SPONSORED BY  
BASS MARINE, COCKBURN CEMENT & ROC OIL*

# Office Use Only Payment & Bond Form

## DDHS & SENIORS GROUPS BUS HIRE

### CONDITION OF BUS

The Dongara District High School and Autumn Centre Bonds are held in Trust each year.

### VEHICLE

Checked and Authorised: \_\_\_\_\_  
*Staff Member to Sign*

APPROVED  NOT APPROVED

### CLEANING

Checked and Authorised: \_\_\_\_\_  
*Staff Member to Sign*

APPROVED  NOT APPROVED

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*FUEL IS KINDLY SPONSORED BY BASS MARINE*

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Debtor Number: \_\_\_\_\_

Debtor Name: \_\_\_\_\_

Authorised By: \_\_\_\_\_

Date Authorised: \_\_\_\_\_

Processed By: \_\_\_\_\_

Date Processed: \_\_\_\_\_