

Active and Creative Communities

Community Bus Rental Rules and Regulations

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The City of Whittlesea has one Community Bus; Renault Automatic, 11 seats and 1 driver OR 9 passengers, 1 driver and 1 hoisted wheelchair.

As a priority the Community Bus is available for those community groups within the City of Whittlesea most disadvantaged by a lack of adequate transport, namely:

Group One:

- Socially and economically disadvantaged groups
- Women's groups
- Youth groups (includes scout groups)
- Senior Citizens groups
- People with disabilities

If the Community Bus have not been booked by the above-mentioned community groups identified in Group One, allocation can then be granted for usage by:

Group Two:

- School Groups
- Nursing Homes/Retirement Village
- Sporting Groups (for fixtured events only)
- Church Groups

Group Three:

- Community programs

CONTACTS

- 1.1 **BOOKINGS:** Community Hubs– 9217 2170
- 1.2 **INCIDENTS:** In the case of any accident or emergency associated with the Community Bus, immediately notify
 - During Business Hours – Community Hubs on 9217 2170
 - After Hours – RACV on 13 19 55 and the City of Whittlesea After Hours on 9217 2170

MAKING A BOOKING

- 2.1 Booking the Community Bus can be made via [Bookable](#) ,over the phone by calling 9217 2170 or by emailing communityfacilities@whittlesea.vic.gov.au
- 2.2 Confirmation of the booking will always be made in writing via email.
- 2.3 A minimum of two (2) weeks from the desired booking date is required to make a booking.
- 2.4 Times the Community Buses can be booked.
 - Hourly – 9am to 4:30pm Monday to Friday
(maximum four-hour block from pick up to return)
 - Daily - 9am to 4:30pm Monday to Friday
(minimum four-hour block from pick up to return)
 - Weekend - From 4pm Friday through until 9am Monday
- 2.5 Bookings cannot be made more than;
 - 180 days (6 months) prior to use for users defined in Group One
 - 4 weeks prior to use for users defined in Groups Two and Three.

CANCELLATION

- 3.1 To cancel your Community Bus booking, you must call Community Hubs on 9217 2170 no less than 24 hours prior to your booking. In some cases, you may have to put your request for cancellation in writing to communityfacilities@whittlesea.vic.gov.au
- (a) Failure to notify Community Hubs within 24 hours, will incur a cancellation fee of \$25 per day that the Vehicle was booked.

FEES, PAYMENT & CHARGES

- 4.1 Fees are based on the 'Group' type of the hirer.
- (a) There are 3 fee types
- Hourly Rate - maximum four hours block – (from pick up to return)
 - Daily Rate - minimum four hours block – (from pick up to return)
 - Weekend Rate - From 4.30pm Friday through until 9.00am Monday
- (b) If the Vehicle is required later than 4:30pm or overnight, there may be a combination of Hourly and Daily Rates.
- 4.2 Fees are invoiced to the hirer; Regular hire at the end of the month, Casual hire two weeks prior to the hire.
- 4.3 Toll Roads are permitted. The buses are fitted with e-tags. If a Toll Road is used, charges may be incurred to the hirer.
- 4.4 The hirer is fully responsible to pay all parking and driving infringements incurred during the booking time.

COLLECTION OF THE BUS

- 5.1 The Vehicle must be collected from the City of Whittlesea Civic Centre – 25 Ferres Boulevard, South Morang at the booking time.
- (a) The hirer must complete the Community Bus Declaration form. A current and valid driver's Motor Vehicle Licence must be produced before the booking commences.
- (b) At this time a copy of the Rental Rules and Regulations will be issued, along with the key and the log book.
- (c) The driver must demonstrate them safely driving the bus.

CLEANING

- 6.1 The Community Bus must be returned in a clean state.
- (a) Cleaning costs plus labour and administration, will be incurred if the vehicle is returned in an excessively dirty condition. To avoid being charged it is suggested that hirers wash, vacuum and collect rubbish before returning the bus.

ACCIDENT, INCIDENT AND DAMAGE

- 7.1 The Community Buses are covered by Council's insurance policy for damage resulting from an accident. \$1,000 excess applies payable by the driver.
- (a) If there is damage to the Community Bus not received through a reported accident, the hirer is responsible for meeting all costs of this damage.

- (b) If the Community Bus is damaged as a result of an accident and the cost of repair is less than the \$1,000 excess, the hirer must pay the amount to Council.
 - (c) Incidents not covered by Council's insurance is damage to the interior, tyre repairs or replacement, damage where insufficient care is taken including "Jack- Knifing" damage where a trailer is involved. In any case of damage where these exclusions apply, the hirer must pay for full repairs or replacement.
 - (d) You must not have repairs made to the Vehicle.
- 7.2 Any mechanical or other faults must be reported to Council's Community Hubs Unit on return of the Community Bus.
- 7.3 In the case of any accident or emergency associated with the Community Bus, immediately notify
- During Business Hours – Community Hubs on 9217 2170
 - After Hours – RACV on 13 19 55 and the City of Whittlesea After Hours on 9217 2170
- 7.4 If an accident occurs, the Driver must obtain the following details from any third party;
- Full name and address
 - Driver's licence number and expiry date
 - Mobile and business hours contact phone numbers
 - Car registration number
 - Insurer
 - Relevant notes and details relating to the accident.

DRUGS & ALCOHOL

- 8.1 It is the responsibility of every person driving the Active and Creative Communities bus, as defined under section 3 of the Bus Safety Act 2020 (VIC) to ensure they:
- (a) have no drugs or alcohol present in their blood or breath immediately before, or while driving a vehicle/bus. Alcohol must not be consumed on the Active and Creative Communities Bus/es. Drivers must retain a zero (0) blood alcohol concentration level.
 - (b) are not impaired by drugs or medication.

DRIVER

- 9.1 You agree and acknowledge that:
- (a) Only you will drive the Vehicle
 - (b) You hold a current licence (not being a learner's licence or provisional licence) to drive the Vehicle.
 - (c) You will carry your licence with you at all times when driving the Community Bus.
 - (d) You are over the age of 25 years (VicRoads advises that a 12 seater bus is the largest size bus that can be driven by an 'over 25' without an endorsed rigid licence)
- 7.2 You must:

- (a) Fill in the Vehicle's log book at the commencement and the completion of each journey. (The log book will be provided to the hirer at the commencement of each booking).
- (b) Not carry, or allow the Vehicle to carry, more passengers than may be properly accommodated by the seat belt restraints provided in the Vehicle;
NUMBER OF PASSENGERS
 - No more than eleven (11) passengers plus driver OR nine (9) passengers, plus wheelchair, plus driver, are to be carried at any one time.
- (c) Not use, or allow the Vehicle to be used, for any illegal purpose, race, contest or performance test of any kind.
- (d) Not hire or lend the Community Bus to another group or person.
- (e) Not be under the influence of alcohol, drugs or have a blood alcohol content that exceeds 0.00.

7.3 The following is strictly prohibited:

- Alcohol must not be consumed in the Vehicle
- Smoking in the Vehicle
- Eating or drinking in the Vehicle

WHERE YOU CAN AND CANNOT DRIVE THE VEHICLE

8.1 You must only use the Vehicle:

- (a) On a road which is properly formed and constructed as a sealed, metalled or gravel road.
- (b) Within 100 kilometres radius from the City of Whittlesea Civic Centre -25 Ferres Boulevard, South Morang.
(An extension of this distance may be sought in writing for approval through the Manager of Active and Creative Communities. Specific needs and requests of the group will be taken into consideration).

8.2 The Vehicle cannot at any time be taken:

- (a) In the snowfield or alpine regions
- (b) On beaches or through streams, dams, rivers or flood waters.

MAINTENANCE, SECURITY AND SAFETY

9.1 You must:

- (a) Keep the Vehicle locked and the keys under your personal control at all times.
- (b) Comply with all applicable seat belt and child restraint laws. You must ensure that all passengers are seated at all times while the bus is in motion.
- (c) Ensure that all internal and external lights have been switched off.

FUEL

- 10.1 The Community Bus will be supplied with a full tank of petrol.
- 10.2 The hirer must return the bus with a full tank.

- (a) If the bus is not filled upon return, the cost of filling the petrol tank will be charged to the hirer. This will be done by invoice, including a charge for Council's labour and administration costs.

RETURN OF VEHICLE

- 11.1 You must return the Vehicle to the City of Whittlesea Civic Centre - 25 Ferres Boulevard, South Morang
- 11.2 The Vehicle must:
 - (a) Be returned by the end of your booking time
 - (b) Be filled with fuel
 - (c) Be parked in car park behind Civic Centre.
- 11.3 The log book needs to be completed and signed
- 11.4 The key and log book is to be returned to the Centre Operations Officer.

PROPERTY IN VEHICLE

- 12.1 The City of Whittlesea will not be held responsible for any personal belonging left in the bus.

HOIST

- 13.1 It is compulsory that the driver of the Vehicle featuring the disability hoist be trained and instructed on the operations of the hoist and wheelchair restraints.

DISPUTE

- 14.1 In the event of any dispute arising as the interpretation of these rules and regulation, the decision of the City of Whittlesea's Manager of Active and Creative Communities will be final.