



## Application Form for Community Bus Charter Hire

### Details of Hirer

Proposed Hire Date: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Address of Organisation: \_\_\_\_\_  
*(Unit/House No) (Street) (Suburb & Postcode)*

Name of Contact Person: \_\_\_\_\_  
*(Mr/Mrs/Ms) (First Name) (Last Name)*

Contact Numbers: Business: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Briefly describe the role of your organisation and who your members are (i.e. aged, carers):

\_\_\_\_\_

Expected number of passengers: \_\_\_\_\_ Wheelchairs: \_\_\_\_\_ Walkers: \_\_\_\_\_

Enclosed trailer required for storage?

### Invoice to be Sent to (if different to above contact)

Name of Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_ Phone No: \_\_\_\_\_

Name of Organisation: \_\_\_\_\_

Address of Organisation: \_\_\_\_\_  
*(Unit/House No) (Street) (Suburb & Postcode)*

### Pick Up Details

Time of Pick Up: \_\_\_\_\_ am/pm

Full address of pick up point (and other relevant information, i.e. rear car park):

\_\_\_\_\_

Full address of destination (and other relevant information):

\_\_\_\_\_

Purpose of outing and planned activities (attach additional information where applicable):

\_\_\_\_\_

### Return Trip Details

Time of pick up: \_\_\_\_\_ am/pm, or expected finish time: \_\_\_\_\_ am/pm

Return trip details: \_\_\_\_\_

**If you have any queries please phone the Community Programs Unit on 8391 7234.**

Send this completed form to:

Community Programs Unit, District Council of Mount Barker  
PO Box 54, Mount Barker SA 5251  
or email to [council@dcmtbarker.sa.gov.au](mailto:council@dcmtbarker.sa.gov.au)

This form should be received at the Council Office a minimum of seven (7) days prior to hire.

## Community Bus Passenger Capacity

The bus is a Toyota Coaster with a capacity of 19 passengers or 15 passengers + 2 wheelchair passengers.

## Eligibility and Availability

Individuals or groups performing a community service within the District Council of Mount Barker are eligible to hire the Community Bus.

The Community Bus is for hire weekdays, evenings and weekends subject to prior bookings. Council provides qualified, accredited volunteer bus drivers.

The Council will do everything possible to ensure the bus is available on the day of charter hire however it cannot be guaranteed. Hirers will be notified as soon as possible should availability be a problem.

## Emergency Situation

The volunteer driver is not necessarily trained in First Aid. The hirer is responsible for providing a first aid kit if required. The volunteer driver is provided with a mobile phone.

## Charter Hire Schedule

A contribution towards the cost of the charter is charged as follows:

- \$165 per full day including 100km and \$1.65/km for extra kms
- \$82.50 per half day including 50kms and \$1.65/km for extra kms

*\*prices include GST, fuel and the provision of a volunteer driver*

Total distance will include distances required for the bus to get to/return from the pick-up point and any distance travelled when recalled during periods of inactivity (see Conditions of Hire, Item 8 – below).

## Conditions of Hire (please read carefully before signing)

1. Number of passengers shall not exceed the maximum seating capacity of the bus.
2. One central pick-up point (and return) for passengers is preferred. Destinations shall be limited to an area within 100 kilometres of the Mount Barker township unless negotiated otherwise.
3. Allocated charter times will be adhered to unless discussed prior to the trip.
4. Legally seatbelts must be worn unless an individual has a letter from their GP.
5. Passengers subject to nursing care shall be accompanied by a qualified practitioner who will be responsible for the passengers in their care. Drivers cannot physically assist a passenger to board or disembark the bus.
6. Only hand luggage placed under the seat or in a designated storage area is able to be carried on the community bus. A trailer can be provided for additional walkers or luggage. (please indicate on the application form).
7. No food or drinks are to be consumed on the bus. No smoking, alcohol or illegal drugs are permitted on the Community Bus.
8. Council reserves the right to recall the bus during extended periods of inactivity (ie theatre performances, luncheons etc), unless the driver is included in the activity.
9. Any expenses incurred by Council as a result of inappropriate use will be charged to the hirer.
10. Council will not be responsible for any losses resulting from late cancellation of the hire due to circumstances beyond its control (ie mechanical breakdown, lack of availability of volunteer drivers etc).
11. If a catastrophic day is forecast in the Lofty Ranges and/or in any fire district in the intended itinerary (according to Bureau of Meteorology website [www.bom.gov.au](http://www.bom.gov.au)) then the Charter will be cancelled.
12. Passengers will comply with all legal and statutory obligations and shall comply with any reasonable request of the driver.
13. One full business days notice is required or full hire will be charged.
14. The signatory must be over the age of 18 years and children travelling on the bus MUST be supervised by someone over the age of 18 at all times. Safety of children is the responsibility of the hirer.

**Name:** \_\_\_\_\_ **Signature of Hirer:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_