

SOCIAL INCLUSION TEAM

BUS/VAN/TRAILER

GENERAL TERMS AND CONDITIONS OF USE

(Subject to alteration by Cumberland Council from time to time)

1. The Social Inclusion Team Vehicle is available for use by HACC target groups and community groups.
2. There will be a charge of
Bus – \$25.00 per hour (GST included) for Community Groups
\$41.00 per hour (GST included) for Private Users
Van – \$15.40 per hour (GST included) for Community Groups
\$32.90 per hour (GST included) for Private Users
Trailer- \$31.00 per day (GST included) for all users.

Groups using the vehicles **will be required to provide their own driver** and refuel vehicle, leaving the tank “FULL” after use.
3. Applications for the use of the vehicle are to be in writing on forms available from the Social Inclusion Team at the Community Centre.
4. All bookings are subject to confirmation or rejection by the Coordinator within seven (7) days. The Coordinator’s decision is final and no correspondence will be interred into.
5. Organisations applying to use the bus/van/trailer must nominate on the application for the name(s), address(es) & license no.(s) of the person(s) who will be driving the vehicle. Each driver(s) must hold a **Class C license** or a higher license.
6. The vehicle **must not** be driven by any driver other than the person(s) nominated on the application form, or a driver previously approved by the Coordinator.
7. Regardless of the Class of license held by a nominated driver, he or she must undertake a once only familiarisation run in the vehicle prior to the vehicle being used. Details of how to arrange a familiarisation run will be advised upon receipt of the application. The Coordinator has the right to refuse permission to any person to drive the vehicle at any time.
8. The number of passengers shall not exceed –
Bus 19 (including the driver)
Van 10 (including the driver).
9. Users of the vehicle are responsible for cleaning the vehicle and returning it in the same condition as it was when they received it.
10. The bus/van must only be used for the purpose(s) stated on the application form and approved by the Coordinator.
11. The bus/van may be used for trips within a 300 km radius of Merrylands Post Office, namely Orange to the West, Canberra & Batemans Bay to the South and Bulahdelah to the North. Trips outside these boundaries will be considered on application.
12. In the event of an accident drivers must follow the procedure outlined in the log book. All accidents and any damage to the vehicle, no matter how minor, must be reported to the Coordinator on return of bus. Accidents must also be reported as required under the Motor Traffic Act.

13. In the event of damage to the vehicle, the first \$350.00 will be the responsibility of the hirer.
14. Users of the vehicle are required to record information in the vehicle log book,, i.e. the purpose, date of use, duration, distance traveled, costs and quantity of fuel used and number of passengers. Also, the names of all passengers must be entered in the log book for insurance purposes. Pick up and return the vehicle on time. Check daily the water and oil levels, tyres pressures and replenish or adjust as necessary.
15. Insurance: As a general guide: (a) the passengers are covered under Third Party Insurance, (b) a voluntary driver is covered by Cumberland Council's Voluntary Worker's Policy.
16. No food, drink nor drugs are to be consumed on the vehicle, nor is smoking permitted in the vehicle.
17. The driver(s) of the vehicle must have zero alcohol reading at all times.
18. If any of the above conditions are not adhered to, future use of the vehicle will not be approved.
19. In the event of an accident when any of the above conditions are not adhered to, **the hirer will be liable for the full excess of \$ 1,000.00.**
20. The Social Inclusion Team Programme will have priority use of the vehicle at all times.

