Whittlesea Community connections

Information, Support & Community Development.

Community Information & Referral Services
Whittlesea Community Legal Service
Whittlesea Volunteer Resource Service
Settlement Services for Migrants & Refugees
Whittlesea Connect Community Transport Service

Whittlesea Connect Community Transport Service

Community Bus Conditions of Use for Self-Drive Users

Eligibility:

1. Whittlesea Community Connections' buses are for use for the benefit of Whittlesea residents who experience transport disadvantage. Local not-for-profit organisations and groups that provide services and activities to support people in the community who face disadvantage may use the buses for community activities.

2. To be eligible for loaning the vehicles, the organisation must operate under a charter, rules of incorporation or constitution that specifically qualifies them as not-for-profit.

3. Loan of the vehicles is primarily targeted to organisations that service Whittlesea LGA residents. Where a group or organisation is based outside the municipality, the majority of members travelling in the bus on the particular trip must be resident within the Whittlesea LGA.

Bookings:

Bookings will be taken up to eight (8) weeks in advance. Bookings are available for once-off activities and for repeat bookings (not exceeding 5 consecutive advance bookings).

Those wishing to hire the buses will be sent or given the following documentation:

- Booking application Form
- Conditions of Use
- Bus checklist
- Bus Inspection reports

The procedure for booking includes the following: -

1. The booking form is completed and signed, including the nominated driver's name, address and driving license details. Drivers must be over 21 years of age and not on a probationary license.
2. The hirer confirms booking by paying the bond in advance, within two weeks (14 days) of booking. If a bond is not received the booking cannot be confirmed and will be cancelled*.
3. The hire fee must be paid in advance before the booking date. Keys will not be allocated unless payment is made (an invoice will be provided)*.
4. Keys are to be collected from Whittlesea Community Connections Inc., Shop 111, Epping Plaza, Epping by the nominated driver who must produce his license for photocopying.

*Payment of the bond and the loan-charges may be made by posting or hand-delivering a cheque made payable to Whittlesea Community Connections. Payment may also be made in cash at the offices of Whittlesea Community Connections during office hours Monday to Friday.

EFT payment can be made to:
Bank: Plenty Community Credit Union
Acct Name: Whittlesea Community Connections
BSB: 803-054
Acct No. 11145

Charges:

1. Loan fees are designed to give priority access to Whittlesea based community groups, organisations and agencies. To qualify as Whittlesea based, groups must be: -
    - Not for profit
    - Be located within the City of Whittlesea and/or,
    - Have a majority of members who are residents of City of Whittlesea

2. Other Community groups or organisations located outside of Whittlesea may be able to use the vehicles but will be charged the higher 'External User' rate.

Fees & Charges	City of Whittlesea Community Groups	External Groups	Bond
Half Day (4 hours)	$40.00 + GST	$80.00 + GST	$ 500
Full Day	$80.00 + GST	$130.00 + GST	
Weekend	N/A	N/A	N/A

The same fees apply to all buses and the fees are regardless of the number of kilometres travelled. The bus must be returned with a **full tank of unleaded petrol**.

Key Collection

Keys are to be collected from Whittlesea Community Connections' offices during the business hours of 9am to 5pm by prior arrangement and on the day of use.

Keys must be returned during normal business hours along with completed and signed Vehicle Inspection form.

Smoking

Whittlesea Connect Community Transport Vehicles are smoke-free vehicles.

Alcohol

Alcohol must not be consumed on any Whittlesea Connect vehicles. Drivers must retain a zero (0) blood alcohol concentration level.

Fines

Drivers are required to be aware of and observe all road regulations and laws. No person than the authorised driver (nominated on the booking form) is permitted to drive the bus. The driver will be held responsible for any penalties, infringements and other fines associated with the hire of the vehicle.

Please note: Buses do not have e-TAGs. The hirer is required to purchase the appropriate day-pass if toll roads are to be used.

Accidents and Insurance

1. The vehicles are covered under Whittlesea Community Connections' Comprehensive Motor Vehicle insurance.
2. Insurance excess of up-to $500 is the responsibility of the user group in the event of an accident claim.
3. All accidents and damage to vehicles must be reported immediately upon return, including any mechanical defects noticed during use. Please note the height of the bus when parking in multilevel car parks.
4. Custom Fleet covers the vehicle if a breakdown occurs. You must contact Custom Fleet if a breakdown occurs, their contact number is in the plastic pocket provided to you when you pick-up the keys.
5. The user group must insure all passengers, including public liability insurance for the activity and relevant insurance for its own volunteers.

Refuelling

All Vehicles must be returned with a full-tank of **unleaded** petrol. Failure to do so may result in the loss of all or part of your bond.

Cleaning

The bus must be returned in a clean condition; similar to the condition it is in when picked-up. It is the responsibility of the user to: -

- Remove all rubbish
- Clean seats of dust or stains
- Sweep the floor of the bus
- Remove mud and dirt from both the exterior and interior of the bus.

Failure to return the vehicle in a clean condition may result in the loss of all or part of your bond.

Whittlesea Community Connections Inc.
Whittlesea Connect Community Transport Service

Vehicle Loan: Booking Form

Please complete and return this form to: Whittlesea Community Connections, Shop 111, Epping Plaza, Epping, Victoria 3076: Telephone: (03) 9401 6666; Fax: (03) 9401 6677; EMAIL: admin@whittleseacommunityconnections.org.au

Name of Organisation	

Contact Person			
Address of Contact Person			
Suburb		**Post Code**	

Telephone Number		**Mobile**	
Fax Number			

Driver's Name			
Driver's Licence Number		**Expiry Date**	

The Nominated driver must provide license details on this form and sign below. A photocopy of the license will be required when keys are collected

Purpose					
Date Required		**Time (from)**	……am/pm	**Time (to)**	……..am/pm
Travelling to					
Hire costs	$……	**To be paid in advance or on collection of keys**			

I have read the conditions of use for this vehicle, and undertake to abide by them. I also Agree: -

1. To comply with all applicable provisions of the Motor Car Act, transport regulations Act, Road Traffic Act and all their regulations and all other applicable laws, regulations and by-laws relating to the driving of the vehicle
2. That the bus will carry only the designated number of passengers (10 for vehicle UKN 909 plus the driver, making a total of 11 persons; or 11 for vehicle UKN 910 plus the driver making a total of 12 persons).
3. Vehicle UKN 909 is fitted with a wheelchair hoist and has a wheelchair restraint position. If this is used then the capacity of UKN 909 is reduced to 8 persons plus the driver making a total of 9 persons.
4. That during the period that the vehicle is under my control I will not use or be under the influence of any intoxicating drug or alcohol.
5. That until the vehicle is returned to the designated parking area, no other person shall drive the bus, and I will not contract to hire or part with the care and control of the vehicle to any other person or group
6. To return the vehicle and the keys at the agreed times, cleaned and with a full tank of **unleaded** petrol. A completed and signed condition report must be returned with the keys for each vehicle loaned.
7. To advise Whittlesea Community Connections staff of any accident causing injury or damage to the vehicle and any mechanical defects noticed in the vehicle at the time of delivery or after use.
8. A Whittlesea Community Connections staff member will undertake an inspection of the vehicle prior to the loan and on its return.
9. That I am over 21 years of age, hold a current and full Victorian Driver's Licence with no restrictions (Probationary Drivers are not permitted to drive Whittlesea Community Connections' vehicles).

Signature of Driver		**Date**	

Office Use Only (tick)

Copy of Driver's Licence Attached ☐ Initial of WCC Worker