



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/her 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: CUA
Acct Name: Whittlesea Community Connections Inc.

BSB: 814-282
Acct No. 31069144

Email remittance to: admin@whittleseacommunityconnections.org.au

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.

Charges as of the 1st of December 2010.

Fees & Charges	COW Groups	External Groups	Bond
Half Day (4 hours) weekdays	\$40.00 + GST	\$80.00 + GST	\$ 500
Full Day (8 hours) weekdays	\$80.00 + GST	\$105.00 + GST	
Weekends	\$100.00 + GST	\$130.00 + GST	\$ 500

The same fees apply to all buses and the fees are restricted to 400 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. Vehicles are housed at the Whittlesea Council depot in Houston Street. **All persons entering the depot MUST be wearing Hi Visibility vests. You must park your vehicle in the location where the bus is taken from and vice versa when returning the bus.**

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. Any fines issued due to tolls not being paid is the responsibility of the hirer.

Accidents and Insurance

1. The vehicles are covered under Whittlesea Community Connections' Comprehensive Motor Vehicle insurance.
2. Insurance excess 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 to Custom Fleet (1300 139 555) and Whittlesea Community Connections upon return, including any mechanical defects noticed during use. **Please note the height of the bus when parking in multilevel car parks or carpools.**
4. Custom Fleet covers the vehicle if a breakdown occurs.
You must contact Custom Fleet (1300 139 555) if a breakdown occurs or involved in an accident.
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 will result in the loss of all or part of your bond.

All costs to repair the vehicle caused from adding the incorrect fuel will be the responsibility of the organisation hiring the vehicle.

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 will result in the loss of all or part of your bond.

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 licence details on this form and sign below. A photocopy of the licence 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 7 persons plus the driver making a total of 8 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. A **Zero Alcohol** limit applies when driving the bus.
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	
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Office Use Only (tick)

Copy of Driver's Licence Attached

Initial of WCC Worker

This document is to ensure the vehicle loaned out is returned in the same condition. We suggest you retain a copy of this document by your organisation as proof of usage and vehicle condition prior to hiring the vehicle.

Name of Organisation: _____ Contact Person _____ Ph: _____

Before Use

After Use

Date: ___/___/___

Date: ___/___/___

Odometer: _____

Odometer: _____

Clean & Tidy: Inside : Yes / No
 Outside : Yes / No

Clean & Tidy: Inside : Yes / No
 Outside : Yes / No

Vehicle must be Clean & Tidy prior to returning it to the depot.
Failure to do so will result in the loss of your bond.

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Petrol Level: ¼ ½ ¾ F

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Vehicle must be filled up with fuel prior to returning it to the depot.
Failure to do so will result in the loss of your bond.

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Failure to do so will result in the loss of your bond.

Noticeable damages / defects:

Noticeable damages / defects:

Outside Yes / No

Inside Yes / No

Mirrors / windows Yes / No

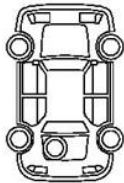
Melway Yes / No

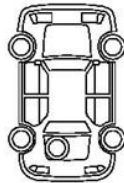
Outside Yes / No

Inside Yes / No

Mirrors / windows Yes / No

Melway Yes / No

Exterior Damage		Interior Damage
Scratch Scuff Dent Windshield crack Other:		Scratch Scuff Stain Other:

Exterior Damage		Interior Damage
Scratch Scuff Dent Windshield crack Other:		Scratch Scuff Stain Other:

Any Incidents: Yes / No

Any Incidents: Yes / No

Comments:

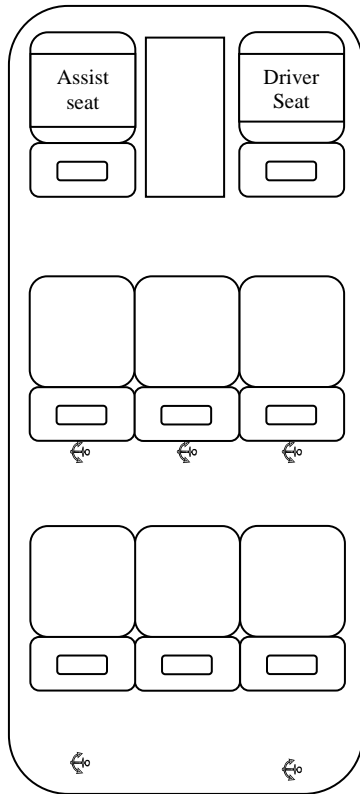
Comments:

To allow us to gather statistical data regarding the usage of the vehicles hire out could you please complete the following details.

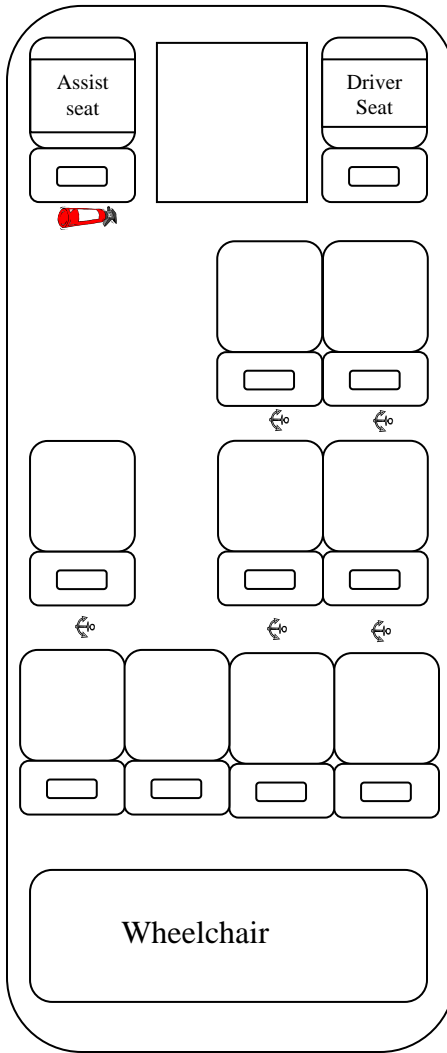
For Group trips:

Age	Male <small>(No. of Passengers)</small>	Female <small>(No. of Passengers)</small>
0 - 16		
17 - 25		
26 - 40		
41 - 60		
61 - 75		
76 +		
Total Passengers for Day:		

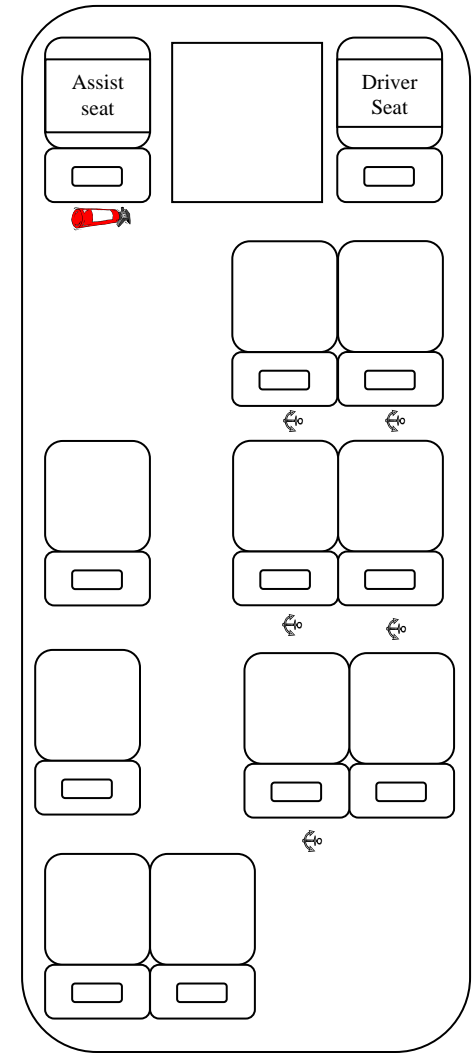
Imax - Seating and Baby seat Anchor



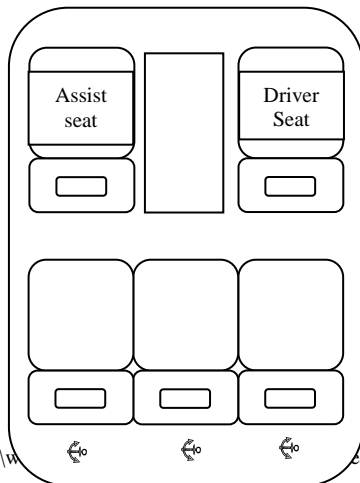
UKN909 - Seating and Baby seat Anchor



UKN910 - Seating and Baby seat Anchor



I30 Cars - Seating and Baby seat



Legend



Anchor points on vehicles for Baby Capsules
Seats



Fire Extinguishers on Mini Buses

Maximum Seating capacity of Vehicles

UKN 909	-	9 Clients (6 if hoist used)
UKN 910	-	10 Clients
IMAX	-	6 Clients
I30 Cars	-	3 Clients

Available Child restraints

Baby Capsules	2
Car seats	5
Booster Seats	9