



Whittlesea Connect Community Transport Service

Conditions of Use for Self-Drive User Groups

November 2018

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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 25 years of age and not on a probationary license. **If the driver is 21 – 25 years of age and not probationary then the bond is increased to \$1,000 to cover insurance excess.**
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.
5. Please note that buses are subject to availability, our existing commitments to Community Transport passengers is prioritised.

*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 June 2014.

Fees & Charges: COW Groups Half Day (4 hours) Full Day (8 hours) Bond

12 seat vehicle	\$50 +GST	\$100 +GST	\$500
25 seat vehicle	\$100 +GST	\$200 +GST	

The same fees apply to all buses and the fees are restricted to 400 kilometres travelled. All vehicles must be returned with a **full tank of petrol**. The Mitsubishi Fuso Rosa requires **diesel** fuel. All other vehicles require **unleaded** petrol.

We are happy to design a solution to transport that meets your needs and budget. For more information or to book contact:
Parry Williams: Community Transport Coordinator Phone: 9401 6622
Email: pwilliams@whittleseacommunityconnections.org.au

The small print:

- Driver needs to be over 25 and photocopy of licence needed. The 25 seat bus requires a light rigid licence.
- Buses to be filled up with fuel prior to returning.
- \$500 bond required, refundable when vehicle returned in satisfactory condition.
- Insurance excess if vehicle damaged is \$500 (Loss of bond).
- Rates are for the City of Whittlesea groups, and higher rates apply for other groups outside of region.
- All prices are subject to change & exclusive of GST.

Key Collection

Keys are to be collected from Whittlesea Community Connections' offices during the business hours of 8am to 5pm (or otherwise) 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. If prior arrangements have been made to drop the vehicle off after hours then return keys and swine card to the Epping Police Station in Houston Street. If questioned about dropping keys

- 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

Assist
seat

Driver
Seat

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

The Driver Agrees: -

1. To comply with all applicable provisions of the Motor Car Act, transport regulations Act, Road Act and all other applicable regulations, by-laws and rules of the road.
2. That the bus will only transport a limited number of passengers (9 for vehicle 1HI1TV and 1GA6CV plus the driver making a total of 10 persons; or 12 for vehicle 1HI1TV or 2 for vehicle 1GA6CV plus the driver making a total of 12 persons; or 24 for vehicle B300VC plus the driver making a total of 25 persons).
3. That the bus will only be used for the purpose of transporting passengers. If this is used then the capacity of the bus is reduced to 6 persons plus the driver making a total of 7 persons. It is the responsibility of the driver to ensure that all passengers are trained in using the vehicle hoist system. Instructions are provided in the vehicle near the hoist. If these are missing please contact WCC for a copy.
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 they are over 25 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). If the driver is 21 – 25 years of age and not probationary then the bond is increased to \$1,000 to cover insurance excess.

10. If children are transported then you must use appropriate child restraints (Vic roads laws 9th November 2009). See child restraint laws on page 10 of this agreement. We can supply child restraints for an extra charge (\$5 per restraint).

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	Email	

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		
Start Date	Time (from)	End Date

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 (9 for vehicle 1H11TV plus the driver, making a total of 10 persons; or 11 for vehicle YNL 146 or ZGP 288 plus the driver making a total of 12 persons; or 24 for vehicle BS00VC plus the driver making a total of 25 persons).
3. Vehicle 1H11TV is fitted with a wheelchair hoist and has a wheelchair restraint position. If this is used then the capacity of 1H11TV is reduced to 6 persons plus the driver making a total of 7 persons. It is the responsibility of the hiring organisation to ensure drivers are trained in using the vehicle hoist system. Instructions are provided in the vehicle near the hoist. If these are missing please contact WCC for a copy.
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 petrol (**diesel** for Fuso Rosa, **unleaded petrol** for all other vehicles) . 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 25 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**). If the driver is 21 – 25 years of age and not probationary then the bond is increased to \$1,000 to cover insurance excess.

10. If children are transported then you must use appropriate child restraints (Vic roads laws 9th November 2009) see child restraint laws on page 8 of this agreement. We can supply child restraints for an extra charge (\$10 per restraint).

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: _____ Driver: _____

Contact Person _____ Ph: _____ Mobile: _____

Before Use	After Use
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Date: ____/____/____

Odometer: _____

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

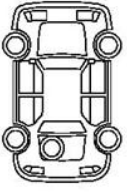
Vehicle must be Clean & Tidy prior to returning it to the depot. Failure to do so will result in the loss of your bond.

Petrol Level: $\frac{1}{4}$ $\frac{1}{2}$ $\frac{3}{4}$ F

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.

Noticeable damages / defects:

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:

Any Incidents: Yes / No

Comments:

Date: ____/____/____

Odometer: _____

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

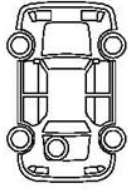
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Exterior Damage		Interior Damage
Scratch Scuff Dent Windshield crack Other:		Scratch Scuff Stain Other:

Any Incidents: Yes / No

Comments:



Emergency Contacts:

In the case of an emergency you should immediately contact the appropriate emergency services. The transport coordinator should also be contacted on the duty phone **0448 354 271** and advised as to the event.

Police-Fire-Ambulance

Dial "000"

Have the following information available when contacting the emergency services:

- Nature of the emergency
- Number and nature of injuries (if applicable)
- Your location (the more exact, the quicker the response)
- Hazards which may exist for rescue personnel attending
- Contact number for Whittlesea Community Connections
- The phone number you are calling from
- Your assessment of the situation

Emergency contact phone numbers:

CFA:	9262 8444
SES:	132 500
Transport Coordinator Duty Phone: (Brad)	0448 354 271
Whittlesea Community Connections Office:	9401 6666
Custom Fleet (Breakdown or Accident)	1300 139 555

Additional Considerations:

- Your first priority is towards the safety of your passengers – all other actions take second place to this priority.
- Assess the situation and should an evacuation of the bus be required use the most appropriate method/exit, remain calm, speak slowly and clearly, direct passengers to safest off-vehicle location.
- Keep passengers informed of the progress of any action to be taken, e.g. estimated time of arrival (ETA) for fire/ambulance, ETA of replacement vehicle, etc.
- Where possible, remain with passengers and only leave them to seek assistance as a last resort.
- If appropriate, render first aid treatment and delegate tasks, e.g. head counts, protection of the scene, to responsible

- If appropriate, render first aid treatment and delegate tasks, e.g. head counts, protection of the scene, to responsible passengers.
- If there is a danger – do not re-board the bus to obtain property.

Unforeseen events:

For situations such as bushfire, flood, items across roadway you should always follow the instructions of local police/CFA/Emergency Services. If Emergency Service personnel require you to travel off your normal bus route, this information should be relayed to the Transport Coordinator.

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

Vic road laws as of the 9th November 2009



We can supply child restraints for an extra charge (\$5 per restraint).

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Procedure for Vehicle Hire Groups Picking up & Dropping off Vehicles

Organisations pick up the keys and swipe card from the Whittlesea Community Connection (WCC) office (Shop 111 Epping Plaza). You then go to the council depot in Houston St Epping (182 A10). If driving into depot, enter through the vehicle entrance and swipe card on black strip (mounted on yellow poles) to get the vehicle. (See picture below).

Council Depot Map (Houston St Epping – Melway 182 A10)

WCC Vehicles

If there are any problems please contact Parry Williams on 0448 354

271.

