

SHIRE OF KONDININ COMMUNITY BUS BOOKING



Complete the form **BEFORE** use below and return to the Kondinin or Hyden office or by emailing cso@kondinin.wa.gov.au or hylib@kondinin.wa.gov.au

DATE OF HIRE: TO:

Name of Club/Person/Company hiring bus:

Address for Billing:
(Postage or Email)

Name of Driver:

Ph Number of Driver

**please attach copy of
drivers license with form*

Drivers License Number*: Class:

Reason for use:

Pick up time: am/pm Drop off time: am/pm

Bus(es) required: ☐ Kondinin Bus (**21 seats inc driver**) ☐ Hyden Bus (**22 seats inc driver**)

Pick up location: ☐ Kondinin ☐ Hyden ☐ Other

If other, where
and why

I/We will be undertaking cleaning YES/NO
(if NO a \$150.00 cleaning fee will be added to booking fee)

COMMUNITY BUS

We welcome you to the use of this Community Vehicle and hope you enjoy your trip, but like all good things there has to be some RULES.

RULES

All Bookings are to be made through the Shire of Kondinin.

Kondinin Office Hours	Hyden Office Hours
Office Hours: 8.30am - 4.30pm	Office Hours: 10.00am - 4.30pm (Closed for lunch 12.30-1.00 daily)
Email: cso@kondinin.wa.gov.au	Email: hylib@kondinin.wa.gov.au

- Keys are to be collected and returned to the Shire Office on completion of agreed use along with this form (If returned outside of office hours please use the return box outside the front door).

Rules continue & signature on the back

- The Bus is to be picked up from and returned to the Bus Shed in Graham Street or Hyden Depot Clayton St.
- Smoking is not permitted on the community bus in any circumstances.
- The community bus is not to be driven under the influence of alcohol or other drugs in any circumstance.
- Please ensure that any damages or breakages are noted before bus is taken out. You will be responsible for any damages discovered after your use that weren't written down on your damage report sheet. Follow additional instructions such as the DPF burn procedure.
- The Bus and Driver Checklist is completed for every outing of the bus.
- **Please ensure that the bus is cleaned inside and outside on return including windows. If the vehicle is returned in an unsatisfactory condition, a cleaning fee will be charged.**

The Shire of Kondinin retains the right to change, alter or adopt new Rules as it sees fit and at its discretion, refuse use of the Bus to any applicant.

FUEL AND HIRE RATE

The current hire rate for Community Groups is **\$1.30 per km.**

The current hire rate for - Business - Non Community Groups is **\$2.00 per km**

In the instance fuel has been purchased, please provide receipts as you will not be reimbursed without the receipts.

The hire rate is set each year in the Shire of Kondinin's Fee & Charges.

LICENCE

"LR" Class or above. Any drivers who accept consideration in any form (eg. money, gifts, etc) must hold 'PTD' on their driver's licence. The driver of the bus must provide a copy of his/her driver's licence at the time of hiring.

SEATING

Twenty (20) adults plus driver. Maximum of 21 persons including the driver.

REMEMBER

This bus has been purchased for the use, convenience and enjoyment of the Community. If you could take all reasonable care while you use it, all future users will be able to enjoy the high standard currently being set.

DRIVERS/BOOKERS

SIGNATURE:

DATE:

Office Use Only:	Yes - Date	No - Date
Fees Paid/Waived:		
Receipt Number		
Officer taking bookings:		

**Officer taking the booking requires copy of drivers licence.
Non Shire Groups will be confirmed within 7 Days of Booking**