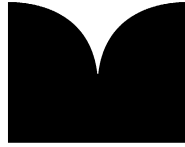


MONASH CITY COUNCIL



**CITY OF
MONASH**

COMMUNITY TRANSPORT BUSES

INFORMATION KIT FOR EXTERNAL BUS HIRERS

2012



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INTRODUCTION

Monash City Council has a fleet of six (6) buses which are available for hiring to eligible groups organisations based in the municipality when they are not required for use by Council departments. The buses are 12 seaters (or modifications of the 12 seat model) and have automatic transmission.

The buses can be driven with a car licence.

The bus must not carry more persons than the registered number of passengers for a bus.

Buses may only be used for the purposes indicated in an application. Users are **not** permitted to use buses for personal purposes, to sub-let or to profit from a fee.

All organisations hiring a bus must be registered with the council as an “approved bus hirer” and provide details of the drivers.

Buses can be hired out during the day, evening or weekend. Five buses must be parked at the Council Notting Hill depot overnight unless otherwise agreed to by the City of Monash. One bus, the City of Monash Youth Bus is kept on site at the Monash Youth and Family Services in Glen Waverley. The buses may be hired out over Friday night or Saturday night on the proviso that safe and secure off-street parking can be provided.

The buses may not be taken more than **150 kms** from the Council bus compound or Youth Resource Centre.

Buses are must not to be taken into the snowfield areas during the delegated snow season.

The City of Monash does not provide drivers as part of the hiring arrangement.

In allocating buses priority will always be given to Council services.

Please note: Bookings may be cancelled by the community transport service in circumstances where a bus must be taken off the road due to breakdown, accident or damage and Council’s regular transport commitments cannot be re-organised.

ELIGIBILITY FOR COMMUNITY BUS HIRE

Council’s Community Buses may only be hired by incorporated, not for profit community groups based in the City of Monash. They are not available for private, individual or commercial use.

FEES & CHARGES

Fees will be reviewed every financial year. The fees for 2011/2012 are as follows: -

SEATS	LICENCE REQUIRED	HOURLY RATE	FUEL CHARGE
11 + driver	Car licence	\$5.50 to a maximum \$55.00 per day	\$1.30 per kilometre
7 + driver +1 wheelchair hoist	As above	As above	As above

Hirers will be invoiced for bus hire. Payment must be within fourteen (14) days.

TOLL CHARGES

Bus hirers may be charged for tolls incurred during their trips.

LATE RETURN OF BUS

A penalty may be applied to the hirer for any late bus return.

The penalty would include costs incurred by others due to their need to make other arrangements because of the non-return of the bus.

REGISTRATION FOR COMMUNITY BUS HIRE

See Document: APPLICATION TO BECOME A REGISTERED COMMUNITY BUS ORGANISATION

Eligible organisations must register with the City of Monash on an annual basis each year.

To ensure equity for all users, buses may only be booked periodically to a maximum of **twelve (12) uses per annum**. Exemptions to this will be considered on request to Council.

New eligible organisations can also apply during the calendar year for registration

In registering, organisations will need to provide details of the nominated drivers. This can be amended during the year.

All drivers must be over 25 years of age and hold a Victorian drivers' licence (car). Drivers must have alcohol and drug free whilst in control of a Council bus.

Drivers must also be registered on an annual basis to ensure driver documentation, i.e. licence, driver history etc. is current.

Council should also be notified of any changes in licence conditions.

Should there be a change of nominated driver the necessary documentation must be given to the City of Monash community transport service prior to the new driver driving a Council bus.

DRIVER RESPONSIBILITIES:

SEE DOCUMENT: APPLICATION TO REGISTER A COMMUNITY BUS DRIVER

A condition of hire is that all drivers **must** agree to a Zero Blood Alcohol reading when driving a City of Monash bus.

Drivers **must not** have taken any drug/s or medication which may effect their ability to drive prior to and whilst in charge of the bus.

If the bus with the hoist equipment is required, the driver will need to have completed hoist training with City of Monash Depot staff.

PARKING/TRAFFIC INFRINGEMENTS

Drivers are responsible for any infringements which are incurred while bus is hired to the organisation.

COLLECTION & RETURN OF BUSES

Buses will be collected from the City of Monash Depot, (390 Ferntree Gully Road Notting Hill) or Monash Youth and Family Services (14 Bogong Avenue Glen Waverley.)

The keys and paperwork must be collected from City of Monash Administration Building 390 Ferntree Gully Road Notting Hill or the Monash Youth and Family Services 14 Bogong Avenue Glen Waverley.

If it is a weekday or evening booking these items must be collected by 3.45pm of that day. For weekend bookings the keys must be collected on the Friday by 3.45 pm.

The driver may put his/her vehicle in the locked bus compound while using the Council bus if it is a bus collected from City of Monash Depot.

Buses are to be returned to the same parking place in the bus compound on the completion of the trip if the bus has been collected from City of Monash Depot or the designated Monash Youth and Family Services Centre space.

DRIVER PACK

Drivers will be issued with a pack which will contain: -

- Keys for the bus and bus compound
- Fuel card
- Blue booking sheet to be completed at commencement and end of hire.
- Vehicle Condition Checklist
- Fluorescent safety vest
- Driver's checklist when returning bus
- Emergency contacts form
- Accident Information report form

If the driver pack is being returned after business hours, these items are to be placed in the City of Monash mailbox at the entrance of the Administration building 390 Ferntree Gully Road Notting Hill. If it is the Youth Bus, items are placed in the MFYS mailbox.

CONDITIONS FOR COMMUNITY BUS HIRE

PRE-DRIVING CHECK OF VEHICLE

Before driving a bus, drivers need to take some time to check the vehicle is safe to be on the road and adequately equipped for providing community transport.

Drivers must check the vehicle is in good working condition. Whilst a City of Monash Fleet services staff member checks each vehicle regularly, drivers are expected to undertake a pre-driving check using the checklist provided.

SAFETY AND SECURITY

Drivers must familiarise themselves with the safety equipment on the bus (First Aid kit and fire extinguisher).

Drivers are encouraged to wear the fluorescent safety vest at all times when checking the bus, attending a breakdown etc.

The bus is to be locked with all windows being closed at all times when the vehicle is unattended.

If vehicle is being used overnight, the bus must be parked in a safe and secure area.

Drivers and passengers must wear a seat belt when during or travelling in City of Monash bus. Seat belts must be in place before the bus moves off and stay in place until the bus stops at destination. The driver is legally responsible for ensuring all passengers are wearing seatbelts.

Alcoholic beverages are not to be taken onto, or consumed on a community bus.

Drivers must ensure that all other instructions as indicated by the signs in the bus are observed.

FUEL

Hirers are required to re-fill the vehicle at the end of their trip with the correct fuel.

Drivers of buses are responsible to ensure their bus has adequate fuel, oil and water whilst in their care. Drivers will be given a City of Monash Fuel card in the driver pack. The buses are to be filled with standard unleaded petrol (not “premium” unleaded) or diesel.

BOOKINGS BY ELIGIBLE HIRERS

SEE DOCUMENT: Community Bus Booking Form

Buses must be booked in advance.

Bookings can be made by telephoning the Team Leader of Community Transport at City of Monash 9518 3247 between 9am and 5pm Monday to Friday or Monash Youth and Family Services on 9518 3900.

The completed application form must be returned to the City of Monash at **least 3 working days prior to the booking.**

Buses must be used in accordance with conditions of hire, the hiring agreement. The bus must be returned within the agreed times.

CANCELLATIONS

Registered users are required to provide 3 working days notice to cancel bus bookings. Late cancellations may result in an administration fee being charged.

CLEANING

Buses must be returned in a clean and tidy condition. A key on bus keys gives access to the shed in compound where brooms etc are located.

A fee may be charged for cleaning bus if it is not returned in a clean & tidy condition.

EQUIPMENT

The City of Monash buses are primarily for the carriage of persons but most buses are fitted with some storage area. If equipment is being carried it must be stowed in this section and separated from the passengers.

Some City of Monash buses are fitted with towbars. These are for the exclusive use of designated City of Monash programs.

External hirers are not permitted to use a trailer with these buses.

The Group/organisation is responsible for providing the following equipment during the period of use:

- * Mobile phone
- * Disability Permit (if applicable)

* Street Directory

ACCIDENTS

The hirer may be required to pay the first \$300.00 cost if an accident occurs which is deemed to be the fault of the bus driver.

PERSONAL POSSESSIONS

The hirer is responsible for all damage to, or loss from the bus of personal possessions of passengers and the hiring organisation whilst it is in the hirer's possession.

FAULTS AND DAMAGE

All faults and/or damage to the bus observed by the driver together with data on usage of the bus must be reported on the blue booking form and driver checklist and returned to the Depot with the return of Driver pack.

DRIVERS MUST ACQUAINT THEMSELVES WITH AND ABIDE BY ALL CONDITIONS DETAILED IN THIS DOCUMENT.

**APPLICATION TO BECOME A REGISTERED
COMMUNITY BUS ORGANISATION**



ORGANISATION DETAILS

Organisation Name: - _____

Organisation Address:- _____

Suburb:- _____ **Postcode:-** _____

Phone:- _____ **Fax:-** _____

Incorporation Number:- _____

Primary Contact Person: - _____

Position within Organisation: - _____

Telephone number:- _____

Mobile Phone Number (if applicable):- _____

E-mail Address (if applicable):- _____

Secondary Contact Person:- _____

Position within Organisation:- _____

Telephone Number:- _____

Mobile Phone Number (if applicable):- _____

E-mail Address (if applicable):- _____

THE PRIMARY OBJECTIVE OF THE ORGANISATION

Service Area**Please tick the most applicable category**

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Aged - Senior Citizens |
| <input type="checkbox"/> | Aged - Residential Services |
| <input type="checkbox"/> | Aged - PAG Groups |
| <input type="checkbox"/> | Disability Services |
| <input type="checkbox"/> | Neighbourhood Houses |
| <input type="checkbox"/> | Children's Services |
| <input type="checkbox"/> | Multicultural |
| <input type="checkbox"/> | Youth |
| <input type="checkbox"/> | Community Strengthening & Participation |
| <input type="checkbox"/> | Church Group |

Number of members/clients of the organisation_____**Number of members/clients who reside in Monash**_____**COMMUNITY NEED & BENEFIT**

Please give details of your organisation's need for community bus hire and detail the benefits that this would offer your organisation

ORGANISATIONAL RESOURCES

Please give details any buses owned by your organisation

FREQUENCY OF PROPOSED COMMUNITY BUS HIRE

Please give an estimation of the number of times you would require community bus hire in each year. Exact details are to be submitted separately

FINANCIAL & LEGAL DOCUMENTATION

Please attach copies of the following

- Certificate of Incorporation or verification that organisation meets eligibility criteria (eg Church groups)
- Current Public Liability Policy/Certificate

CERTIFICATION

I certify that I have read the Information Kit for Community Bus Hirers 2012 and that I have authority to submit this application for registration as an approved community bus user.

SIGNED:-_____

NAME (IN BLOCK LETTERS):-_____

TITLE/POSITION IN ORGANISATION:-_____

ORGANISATION NAME:-_____

DATE:-_____

APPLICATION TO REGISTER A COMMUNITY BUS DRIVER



Name of organisation:- _____

Name of driver:- _____

Driver's Address:- _____

Suburb:- _____ .Postcode:- _____

Home Phone:- _____ Mobile:- _____

Licence Number:- _____

Expiry Date:- _____

Special conditions on licence:- _____ Yes/No _____.

If yes please provide details _____

Copy of current Victorian Driver's Licence (both sides) attached ☐

Copy of current Vic Roads Driver History report attached ☐

SIGNED:- _____

NAME:- (in block letters) _____

DATE:- _____



Community Bus Booking Form

An Agreement between the Hirer (as named hereunder) and the Monash City Council 293 Springvale Road, Glen Waverley 3150, for the usage of a Community Bus on the terms and conditions listed.

HIRER: Organisation/Group name: _____

Address: _____

Contact Person: _____

Telephone or Mobile number: _____

Email Address: _____

DRIVER: Name: _____

BUS REQUIRED: Capacity: _____ Seats (includes driver): _____

USAGE: Usage proposed: _____

Destination: _____

DURATION OF HIRE	Required From	Return Proposed	Total Time required for
Date			(days)
Time			(hours)

I certify that I have read the Information Kit for Community Bus Hirers 2012 relating to the usage of the Monash City Council Community Bus and agree to accept and/or abide by them.

Signed _____

Position in Organisation: _____

Date: ____/____/____

A line drawing of a truck with a large rectangular cargo area. The drawing shows the front, side, and rear views. The front view shows a large rectangular cargo area with a small square window on the right side. The side view shows a large rectangular cargo area with a small square window on the right side. The rear view shows a large rectangular cargo area with a small square window on the right side.

COMMUNITY BUS - DAILY CHECK LIST

ITEM	REQUIREMENT	CHECK
Fuel	Sufficient fuel	
Start & run engine	Operates normally	
BRAKES		
Pedal height	Satisfactory	
Park brake	Operates correctly	
WHEELS & TYRES		
Tyres	Satisfactory	
LIGHTS & REFLECTORS		
Front park lights	Operates, on damage	
Tail lights	Operates, no damage	
Stop lights	Operates, no damage	
Reverse lights	Operates, no damage	
Hazard lights	Operates, no damage	
WARNING DEVICES		
Horn	Operates correctly	
GLASS, MIRRORS, WIPERS		
Mirrors	Secure, clean, no damage	
Wipers	Operates, no damage	
Windscreen washer	Operates, fluid filled	
STRUCTURE & BODYWORK		
See attached diagram	No dents, damage	
EMERGENCY EQUIPMENT		
Fire Extinguisher	In bus	
Emergency Exit Hammer	In bus	
First Aid Equipment	In bus	