

Community Bus Application Form



PERMANENT USER

Contact Details

Organisation:

First name:

Surname:

Phone (H):

(W):

Mobile:

Fax:

Address:

Suburb:

Post code:

Email:

Booking Details

Dates, days and times required: (Please attach a separate page if necessary)

Average number of passengers being transported by your group:

2022 Start date:

2022 Finish date:

Drivers Details

First name:

Surname:

Driver's License Number:

Expiry Date:

Phone:

Email:

Please Note:

Groups are required to provide their own driver with a MR or HR class license & be registered with the City.

A list of volunteer drivers is available if required. Travel outside the metropolitan area (past Mandurah, Toodyay or Yanchee) must be approved by the City of Kalamunda at least 7 days prior to the outing.

RELEASE FROM LIABILITY/INDEMNITY

The Hirer AGREES to indemnify the City of Kalamunda against any liability or loss arising from any damage to the facility the subject of this application ("the Facility"), or any loss or damage to anything on or within the facility, or injury to any person, which occurs as a result of the Hirer's use or occupation of the Facility or anything associated with such use or occupation, whether negligent or otherwise.

I agree that the information declared above is true and correct and I have read and understand that my rights are limited by this disclaimer.

Signature:

Date:

Community Bus

Application Form



COMMUNITY BUS (15 Passengers + 1 Driver)

The City of Kalamunda is pleased to offer the Community Bus for use by local senior groups and for people with disabilities.

It may also be used by the service clubs who donated to its purchase:

- » Rotary Clubs of Kalamunda and Kalamunda Foothills
- » Apex Club of Kalamunda and Rangeview
- » Lions of Kalamunda
- » Soroptimist International of Darling Range
- » Zonta Club of Darling Range

The bus is available for use only within the metropolitan area (boundaries are Mandurah, Toodyay and Yanchep) and is provided to groups at no charge. If your group wishes to travel further than the metropolitan area, permission is required from the City of Kalamunda a least 7 days prior to the date of the outing. Fuel is also provided by the City at no charge.

CONDITIONS OF USE

1. All bookings to be made with the City's Facilities Booking Officer by phone 9257 9957 or email facilitiesbooking@kalamunda.wa.gov.au. Booking forms must include name of user group, brief note of destination, name of driver and contact person with telephone number. Please keep in mind that the bus is very popular and it is recommended that you arrange you're booking well in advance to avoid disappointment.
2. As part of our ongoing commitment to you, user groups safety and improving the overall management of the Community Bus, it is a requirement that prior to any new volunteer driver commencing a safety induction in line with current Occupational Safety and Health Regulations is undertaken. The induction process will enhance the relationship of good safety management and also ensure that both you and the City of Kalamunda are meeting due diligence requirements and our legislative requirements.
3. A copy of the driver's vehicle licence (applicable to the bus) must be provided and held on file at the City Office prior to using the bus.
4. Groups are asked to arrange their own driver for the bus, and they must hold a "MR" or "HR" class driving licence. If you do not have a driver, please contact the Facilities Booking Officer who has a list of volunteer drivers who live in the area and may be able to assist you.
5. It would be appreciated if your drivers would ensure there is plenty of fuel in the tank before returning the vehicle. Fuel can be obtained from any Puma service station using the fuel card which is kept in the glove compartment of the bus. The bus must not be refuelled with passengers on board.
6. Casual users replacing fuel used must not collect money from passengers nor can City staff accept money to purchase fuel to conform with Police Traffic Regulations.
7. Any damage to the vehicle must be reported to staff and an accident report form filled in.
8. The driver must maintain a zero blood alcohol level at all times when he/she is driving or in control of the bus. The driver must adhere to all road rules, speed limits and safety considerations whilst driving the bus. Any traffic infringement, speeding fines or other related penalties that is received during your groups booking will be your responsibility. Under no circumstances will the City bear any costs of this nature.
9. The bus is to remain on sealed roads and passengers are to remain seated at all times whilst the bus is in motion. There is to be no smoking or food and drinks consumed on the bus.
10. The bus has a capacity to carry 15 passengers or 13 passengers plus 2 wheelchairs, with disabled access being via hydraulic hoist. To provide space for wheelchairs you will need to remove the two rear seats and use the straps to secure the wheelchair passengers. If you are unsure of this process or are having difficulty removing the seats please contact the City of Kalamunda mechanical workshop. An instruction sheet "Community Bus Chair Lift Operation" is provided for your reference. Additional instruction on how to operate the hoist can be viewed via "YouTube" <https://youtu.be/JWdA1YTq3BE> or an instructional DVD can be borrowed from the City.
11. The nominated driver is the only person authorised to collect keys (unless by special arrangement) and must present his/her current drivers licence before the keys will be released. Keys are available from the City of Kalamunda, Administration Centre, 2 Railway Road Kalamunda. Evening users must pick up the keys before 5.00pm on the day of use (Friday for any weekend use).
12. Vehicle to be returned in a clean and tidy condition with all rubbish removed. A broom is kept in the Community Bus shed to use for sweeping the bus after each use. Bus is to be parked back in the garage at the rear of the City Administration Centre Car Park (adjacent to the tennis courts).
13. If you have a problem with the bus, please contact the City of Kalamunda's Mechanical Workshop on 9257 9988 during business hours, alternatively the bus is registered with the RAC Breakdown Service and they can be contacted on 13 1111.
14. All hiring organisers will need to ensure hand sanitiser is available for all passengers to use each time they board the Community Bus.
15. Group members showing cold like symptoms are not permitted to board the Community Bus.

The City of Kalamunda Community Bus has proudly been provided by funding from the City of Kalamunda, Lotteries Commission of Western Australia and local service clubs.