

## 4.3 COOMALIE COUNCIL COMMUNITY BUS

<b>Policy Number</b>	<b>4.3</b>	<b>Date Commenced</b>	13/09/07
<b>Date Adopted</b>	12/09/07	<b>Resolution Number</b>	
<b>Review Timeframe</b>	4 years	<b>Resolution Number</b>	2022/12/20/012
<b>Last Review Date</b>	20/12/2022	<b>Next Scheduled Review Date</b>	December 2026
<b>Policy Responsibility</b>	Council and Chief Executive Officer		

### Document History

Version	Date Amended	Details Comments e.g. Resolution Number
	09/10/07	The word only be removed from the forms and it read "The Community bus is to be used for Council approved sport, recreation and community purposes."
	13/01/08	One trip per month with the trip to be on a non-pension week; cost \$10.00 per person with a minimum payment by the group of \$100.00
<b>2</b>	19/3/2013	19/03/2013/007
<b>3</b>	20/10/2015	Resolution 20/10/2015/009 Overview clarified and km rate reviewed with fees and charges annually.
<b>4</b>	15/09/2020	Updated to reflect external hire agreements
<b>5</b>	20/12/2022	Updated to reflect fees & charges changes for refuelling of bus

### OVERVIEW

The purpose of the bus is to provide transport for Not-for-Profit community group purposes and Council approved sport and recreation activities. The bus can be used for commercial private purposes, with prior consent of Council.

The Community bus has a carrying capacity of 21 passengers including the driver.

### OBJECTIVE

To establish the Coomalie Community Government Council's guidelines for the operation and use of the Community Bus by community groups.

### POLICY STATEMENT

The Community bus is housed in the Council Depot garage situated at 22 Cameron Road Batchelor.

The Community bus is to be used for Council approved sport, recreation and community purposes and is **not** to be hired to outside parties without the permission of Council.

As a minimum, an accredited 'LR' (Light Rigid) licence must be held by the designated driver of the bus and if carrying **paying** passengers an (*h*) *endorsement* is also required.

### BUS HIRER

- The **Bus Hire Agreement** is to be completed when a booking to use the bus is made.
- Must comply with the **Coomalie Community Government Council Community Bus – Conditions of Hire** and complete relevant sections of the checklist.
- Ensure only authorised persons who hold the appropriate drivers licence (minimum ‘LR’ endorsement) are permitted to drive the Community Bus, provided that the bus is hired by a group. Should Paying passengers be carried the bus driver must have an *(h) endorsement*.
- Any damage to the bus, either internally or externally is to be reported to Council Office immediately.
- Interior of the bus is to be cleaned by the hirer at the conclusion of the hire agreement.
- Upon return of the bus, any repairs or interior cleaning required will be charged to the group responsible for hiring the bus.
- The driver or organiser must record the odometer reading prior to departure and at the conclusion of the journey on the **Council Bus – Log** form.
- The bus is to be re-fuelled prior to return (unless special Council endorsed variations apply).
- The bus contains a First Aid Kit located at the front of the bus, you must advise Council if any items have been used so the kit can be replenished.
- For bus hire where children are the passengers 2 adults; i.e. 1 driver and 1 supervisor must accompany the children on the bus.

#### **Cost of Bus Hire – Community**

Unless special Council endorsed variations apply the costs to the hirer are \$1.00 per kilometre plus the cost of fuel used.

The cost per kilometre rate will be reviewed annually when Council reviews its fees and charges.

#### **Cost of Bus Hire – Commercial**

Unless special Council endorsed variations apply the costs to the hirer shall be as follows:

- |   |                   |
|---|-------------------|
| • Rate per day (or part thereof)                                    | \$150.00 per day  |
| • 100km per day allowance fee for exceeding                         | \$ 0.33 per km    |
| • Fuel rate (should Community Bus not be returned with a full tank) | \$ 3.00 per litre |

#### **BUS DRIVERS RESPONSIBILITIES**

- Only drive bus on gazetted roads.
- No smoking on the bus.
- No consumption of alcohol on the bus.
- Hold, as a minimum, an ‘LR’ drivers licence.
- Should paying passengers be carried then an *(h) endorsement is required*.
- Fill out the Council Bus - Log recording the odometer reading prior to departure and at the conclusion of the journey.
- The driver has the right to refuse and or offload passengers who do not comply with his/her directions.

#### **PASSENGERS RESPONSIBILITIES**

- No smoking on the bus.
- No consumption of alcohol on the bus.
- Passengers must comply with the drivers directions at all times.
- The driver has the right to refuse and or offload passengers who do not comply with his/her directions.

- Passengers are required to remain seated at all times with seat belts securely fastened whilst the bus is in motion.

#### **COUNCIL ENDORSED VARIATIONS TO THIS POLICY**

##### **COTA (Council of the Aging)**

COTA are not required to pay the prescribed per kilometre fee but must:

- Comply with the Coomalie Community Government Council bus hire conditions.
- Pay for the cost of fuel used by refuelling the bus before returning it to Council.

##### **SCHOOL GROUPS**

School groups are not required to pay the prescribed per kilometre fee but must:

- Comply with the Coomalie Community Government Council bus hire conditions.
- Pay for the cost of fuel used by refuelling the bus before returning it to Council.

##### **BATCHELOR SEVENTH DAY ADVENTIST CHURCH (BSDAC)**

BSDAC are not required to pay the prescribed per kilometre fee but must:

- Comply with the Coomalie Community Government Council bus hire conditions.
- Pay for the cost of fuel used when the bus **has been taken outside** of the Batchelor Township.

##### **Council Use**

CRO activities are not required to pay the prescribed per kilometre fee but must:

- Comply with the Coomalie Community Government Council bus hire conditions.

*Note: Coomalie Community Government Council will meet the fuel costs unless monies are available through approved grant funding.*