

# COOMALIE COMMUNITY GOVERNMENT COUNCIL



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## COMMUNITY BUS HIRE AGREEMENT

Community Bus (Holds 21 people including the driver)

**HIRER:**

\_\_\_\_\_  
(Name/club/organisation/person)

\_\_\_\_\_  
(Address)

### PERSON RESPONSIBLE FOR THE HIRING

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

**PERIOD OF HIRE:** Time: \_\_\_\_\_ Date: \_\_\_\_\_ **To** Time: \_\_\_\_\_ Date: \_\_\_\_\_

**PURPOSE OF HIRE:** \_\_\_\_\_

Estimated Distance: \_\_\_\_\_ Km's

**DRIVER must** hold a current "LR" driver's licence.

Name: \_\_\_\_\_ Alternative Driver: \_\_\_\_\_

Licence No: \_\_\_\_\_ Licence No: \_\_\_\_\_

Expiry: \_\_\_\_\_ Expiry: \_\_\_\_\_

### PLEASE TICK THE FOLLOWING:

Payment  Pay on day  Invoice

I am aware of the conditions applicable to the hire of the bus, and hereby agree to them forming part of this hire agreement.

Signature of Hirer: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

**HIRE RATE:**  \$182 per day hire fee (rate payer)

\$199 per day hire fee (non-rate payer)

**FUEL TANK TO BE REFILLED ON RETURN OR \$3.50/LITRE TO REFUEL**

AMOUNT PAID \$: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_

DATE: \_\_\_\_\_



## COMMUNITY BUS CONDITIONS OF HIRE

These conditions shall form part of the agreement for the hire of the Community Bus:

1. A **Hire Agreement Form** is to be completed prior to the hire of the bus.
2. The keys are to be collected from the Council Reception during normal office hours (8.00am – 4.00pm) and are to be returned to the Council Reception after use unless **other approved arrangements are in place**.
3. The hirer shall ensure that the bus is returned at or prior to the designated time **unless prior arrangements are made with the CEO**.
4. The hirer must nominate person/persons as the driver of the bus for the designated hire period and shall not allow any other person to act as the bus driver
5. The hirer is aware of the location of the first aid kit and fire extinguisher on the bus.
6. If the bus is hired at night, the bus must be returned before 9.00am the following morning.
7. The hirer shall be responsible for costs associated with malicious and wilful damage by passengers during the period of hire.
8. Smoking, consumption of alcohol, glass and / or animals are prohibited on the bus.
9. The hirer shall be responsible for all damages/repair costs attributable to negligence on the part of the hirer.
10. The hirer shall be responsible for the payment of the \$1,000.00 excess applicable to any insurance claim arising from the hire of the bus, or the cost of damages up to the excess amount.
11. The hirer shall be liable for all repair/replacement costs associated with the vehicle in the event of an insurance claim being rejected due to the actions of the bus driver or a member of the hire group.
12. The hirer shall be responsible for the following in regard to the bus:
  - a) **DURING USE:** Fuel, water, oil and tyre pressure
  - b) **AFTER USE:** Returning bus with a full tank of diesel fuel.
  - c) **KEYS:** Returned on the return date of the booking unless prior arrangements are made with the CEO
  - d) **CLEANING:** Return the bus in the same condition in which it was collected. Coomalie Council reserves the right to charge a cleaning fee.
  - e) **DRIVER:**
    - To be supplied by hirer
    - Drivers of the Community Bus need to hold a current “LR” driver’s licence.
    - The name of the driver/drivers to be nominated on the Hire Agreement Form and a copy of their drivers’ licence to be retained at the Coomalie Council Reception
    - Only drive bus on gazetted roads and in accordance with the designated speed limits
    - Will not consume alcohol or be under the influence of drugs for the duration of his/her time as driver.
    - Shall enter the odometer readings and passenger’s names into the **Council Bus Log** provided and return. with the keys
  - f) **PAYMENT:** The hirer has the option of paying for the period of hire on collection of the keys or can be invoiced for payment.
13. Community Bus maximum seating capacity is twenty-one (21) including the driver.
14. In the case of a breakdown the responsibility of the Coomalie Council is solely for the bus. The transportation of passengers shall be the responsibility of the hirer.

### AFTER HOURS CONTACTS – COUNCIL OFFICERS

Chief Executive Officer            0427 760 058  
Works and Services Manager      0427 760 059