

Camden Area Community Bus

Partnership project between Camden Community Connections (CCC), CCC Toy Library, Macarthur Diversity Services Inc, Lao Australian Association, Camden Chinese Market Garden Project and Camden Active Seniors Program.
Funded by the IMB Community Foundation 2003.

Drivers policy

The driver of the Community Bus must:

- 1.1 Be a nominated driver that has attended a nominated driver's orientation session prior to the first booking. Appointment to be made 2 weeks before intended bus usage.
 - Not have had any licence cancelled or suspended in the last 5 years;
 - Not have lost 12 or more demerit points in the last 5 years;
 - Not have had any restrictions imposed or any license placed on bond;
 - Not have had any traffic or driving infringements in the last 2 years, except for parking fines;
 - Not have had any insurance refused, cancelled or voided in the last 5 years;
 - Not have had any insurance renewals not offered in the last 5 years;
 - Not have had any special conditions imposed or any claim refused;
 - Not have been convicted of any criminal offences related to fraud, theft, burglary, arson or criminal or wilful damage in the last 5 years.
- 1.2 Be over 25 (proof of age will be required).
- 1.3 Hold a current Class C (1A) or above drivers' licence (Copy to be attached to the booking sheet)
- 1.4 Not be under the influence of substances that would effect their driving ability. This includes prescribed or over the counter & illegal drugs & alcohol.
- 1.5 Complete accurate and appropriate records as required including:
 - Vehicle Checklist prior to using the vehicle after a change of driver has occurred;
 - Vehicle Accident/Incident Report in the event of damage to the vehicle;
 - Motor Vehicle Accident claim form in the event of an accident. Form to be forwarded to Camden Community Connections (CCC) Manager as soon as possible after an accident has occurred.
- 1.6 Return the bus with a full tank of petrol.
- 1.7 Ensure that at any time the bus is unattended it is locked and any valuables are removed or out of sight. No responsibility will be accepted by Camden Area Community Resource Centre for stolen property.
- 1.8 Not transport more than 12 people including driver, children and adults.
- 1.9 Ensure any child being transported is in an appropriate child restraint or seat belt. Children must be supervised at all times by an adult other than the driver.
- 1.10 Be responsible for the conduct of each person travelling on the bus & for the maintenance & preservation of good order.
- 1.11 Return vehicle to Alive!Sports, Smeaton Grange Road, Smeaton Grange and ensure that it is locked securely. Keys must be returned to CCC within 2 hours of return of bus. If CCC office is unattended, return them to the office on the next working day between 9am and 2pm.

2. Vehicle Interior:

- 2.1 Leave the bus in a clean and tidy state and ensure all rubbish is removed.
- 2.2 Ensure that all seats & fixtures are in same working order as when hired.
- 2.3 Not permit any items to be in the aisle e.g. prams, handbags, nappy bags etc.
- 2.4 Ensure that no food, drink or alcohol is consumed on the bus at any time.
- 2.5 Ensure that no animals are permitted on the bus, unless exempted under the Disability Discrimination Act.

2.6 Enforce no smoking inside the bus.

3 Vehicle Inspections:

3.1 Conduct bus inspection & complete checklist provided.

3.2 Be aware that all costs incurred due to neglect and/or damage by bus users will be the responsibility of the bus hirer and or service.

4 Mobile Phone Usage:

4.1 Not operate mobile phones whilst driving. This includes text messaging.

5 Infringement Notices:

5.1 Comply with all Road and Traffic Authority and Local Council parking rules and speed limits.

5.2 Accept all responsibility for fines & court costs for violating 5.1 inclusive of parking, speeding, driving under the influence (DUI) and accidents.

5.3 Be aware that any violations of 5.1 will result in the driver being banned from future hire or driving of the bus.

6 Vehicle Incidents:

6.1 Inform CCC as soon as possible of any incident/s and/or damage to the bus verbally & by completing the incident report form provided.