

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.

Terms and conditions of hire

The Driver's Policy forms part of these Terms and Conditions.

Purpose of bus:

1. The bus is the property of Camden Community Connections (CCC) Inc.
2. The bus is primarily to service community groups and organisations that would otherwise have difficulty accessing transport.
3. The bus is for community use and is not to be used by an individual or an organisation for profit motives.
4. The bus is not available to any person or group for purely personal or family purposes.

The Bus:

5. CCC owns the Camden Area Community Bus: 2003 Toyota Commuter Auto 12 seater bus including the driver. It has seatbelts fitted throughout.

Booking procedure:

6. Bookings can be made by telephone, in person or in writing.
7. Priority will be given to Camden based services and groups servicing the Camden community
8. Groups that service communities outside the Camden LGA will now only be able to book the bus one week in advance.
9. Regular bookings can be made at the discretion of the Manager.
10. All users will need to sign an agreement accepting conditions of use.
11. The user group must nominate the approved driver who will be responsible for the bus and for observing all traffic and parking laws and regulations.
12. The hirer may cancel a booking by telephone or in writing to CCC.
13. If a cancellation is made less than 5 days prior to the proposed hire date, they shall still be liable for the hire fees.

Collecting and returning the bus:

14. The bus is garaged at Alive!Sports, Smeaton Grange Road, Smeaton Grange.
15. Keys are to be collected from and returned to Camden Community Connections office.
16. You are responsible to make arrangements for the collection and return of the community bus and the bus keys on the agreed dates and times.

Insurance, accidents and breakdown cover:

17. Comprehensive Insurance is with NRMA.
18. All insurance related issues as noted in the Drivers' Policy must be declared to CCC
19. 48 hours prior to hiring bus all nominated drivers will be declared to the insurance company (NRMA).
20. A copy of the organisation's Public Liability Insurance cover must be forwarded to CCC at time of booking. With each new policy renewal, a current copy must be forwarded to CCC.
21. Security of the bus is the responsibility of the hirer during the hire period.
22. Any accident or breakdown of the bus must be reported immediately to Camden Community Connections on 4647 1283.
23. Road Service is available through NRMA. Contact details are kept in the glove box of bus.
24. Excess in case of an accident is the responsibility of the hirer using the bus at time of accident. This is currently \$1000.
25. Any damage to the bus, its fittings and contents is to be reported and paid for by the hirer.
26. Any personal expenses incurred as a result of an accident or breakdown (such as alternative transport, accommodation) are the responsibility of the hirer.
27. Any traffic fines and parking fines must be paid by the hirer. Demerit points will be incurred by the driver who is in control of the bus and named as nominated driver at time. No other person is to drive, except in an emergency which is to be reported to CCC on 4647 1283 immediately.

The Driver:

28. Groups are required to provide or organise their own driver.
29. The bus must not be driven by anyone else, other than the nominated driver.
30. Nominated driver must hold and produce a current NSW Class C (1A) or class above drivers licence.
31. All drivers not previously nominated must book an orientation session with CCC prior to hire date.
32. All nominated drivers must read, understand, agree to & sign the terms and conditions for use of the bus. This form must be submitted to CCC before use of the bus.

General conditions:

33. The number of passengers must not exceed the limit for the bus (12). Under no circumstances are extra passengers to be carried even for short distances.
34. All passengers must be seated within the bus with a maximum of one passenger per seat and must wear a correctly adjusted seat belt.

35. The bus may only travel within a 75 kilometre radius of Narellan unless by prior written arrangement with the steering committee.
36. Smoking is not permitted on the bus.
37. No alcohol, food or drink is to be consumed in the bus at any time.
38. No animals are permitted in the bus with the special exception being granted to registered guide dogs and their owners.
39. The bus must not be driven off road or on unsealed dirt roads.
40. The bus must be returned in a clean condition or a cleaning fee will be charged.
41. Cleaning supplies are provided in the bus. These items should not be removed. Fees will be charges if supplies are taken.
42. The bus is fuelled with unleaded petrol. All buses are full when collected. Hirers are responsible for the cost of the fuel they use. Failure to replace fuel will result in the cost being charged to the hirer and future bookings reviewed.

COST OF BUS USE

1. The cost for community groups to hire the bus is \$40 (exclusive of GST) per hire. This cost is determined and reviewed by the steering committee in accordance with current running costs.
2. Hire period is a maximum of one day, unless by prior written arrangement.
3. The bus must be returned by the nominated time otherwise an extra day's hire fee will be charged.
4. If bus is hired overnight, a \$10.00 fee will be charged per night.
5. If the bus is returned without a full tank of petrol the hirer shall be charged the cost of the fuel plus and additional \$10 administration charge.
6. If the bus is returned in a dirty condition the hirer shall be charged \$10

I agree to the terms and conditions of hire set out above;

Signed: _____

Print Name: _____

Organisation: _____

Date: _____