



Application Form for Community Bus Charter Hire

Details of Hirer

Proposed Hire Date: _____

Name of Organisation: _____

Address of Organisation: _____
(Unit/House No) (Street) (Suburb & Postcode)

Name of Contact Person: _____
(Mr/Mrs/Ms) (First Name) (Last Name)

Contact Numbers: Business: _____ Home: _____
Mobile: _____

Briefly describe the role of your organisation and who your members are (i.e. aged, carers): _____

Expected number of passengers: _____ Wheelchairs: _____ Walkers (max 2): _____

Invoice to be Sent to *(if different to above contact)*

Name of Contact Person: _____

Position: _____ Phone No: _____

Name of Organisation: _____

Address of Organisation: _____
(Unit/House No) (Street) (Suburb & Postcode)

Pick Up Details

Time of Pick Up: _____ am/pm

Full address of pick up point (and other relevant information, i.e. rear car park): _____

Full address of destination (and other relevant information): _____

Purpose of outing and planned activities (attach additional information where applicable): _____

Return Trip Details

Time of pick up: _____ am/pm, or expected finish time: _____ am/pm

Return trip details: _____

Buses are equipped with mobile phones for *emergency use* only. The phone numbers are:

- **Toyota** (maximum 17 passengers) – **0407 973 610**
- **Mitsubishi** (maximum 13 passengers + 2 occupying wheelchair passengers) – **0412 844 417**

Charter Hire Schedule

A donation towards the cost of the charter is charged based on kilometres travelled as follows:

\$11.00 Administration fee + \$1.27 per km

**prices include GST*

The total distance travelled will include the distances required for the bus to get to and return from the pick-up point and any distance travelled when recalled during period of inactivity (refer Conditions of Hire, Item 8 – below).

Conditions of Hire (please read carefully before signing)

1. Number of passengers shall not exceed the maximum seating capacity of the bus.
2. Passengers subject to nursing care shall be accompanied by a qualified practitioner who will be responsible for the passengers in their care.
3. Children shall be accompanied by a responsible adult.
4. No parcels, goods or luggage (other than hand luggage) are to be carried in the passenger seating space.
5. A maximum of 2 walkers are to be taken on the bus due to storage purposes.
6. No alcohol, food or drinks are to be consumed on the bus.
7. Smoking is not permitted.
8. During extended periods of inactivity (ie theatre performances, luncheons etc), unless the driver can be included in the activity, Council reserves the right to recall the bus.
9. Destinations shall be limited to an area within 100 kilometres of the Adelaide CBD.
10. Any expenses incurred by Council as a result of inappropriate use will be charged to the hirer.
11. Council will not be responsible for any losses resulting from late cancellation of the hire due to circumstances beyond its control (ie mechanical breakdown, lack of availability of volunteer drivers etc).
12. Passengers shall comply with any reasonable request of the driver.
13. If the temperature is forecast to exceed 37 degrees then the Charter will be cancelled (according to Bureau of Meteorology website www.bom.gov.au)
14. Passengers will comply with all legal and statutory obligations.

If you have any queries please phone the Community Transport Coordinator on 8408 1369 or fax 8408 1122.

**Send this completed form to:
Community Bus Coordinator, City of Charles Sturt
PO Box 1, Woodville SA 5011**

This form should be received at the Council Office a minimum of seven (30) days prior to hire.

Signature of Hirer: _____ **Date:** ____/____/____



Community Bus Charter Hire Information Sheet

The City of Charles Sturt has two Community Buses available for Charter Hire by local community groups who are transport disadvantaged due to age or disability. The buses are available for hire when a registered council volunteer driver is available and when the vehicles are not being utilised for regular services.

The vehicles have been modified with additional steps and hand rails for ease of access, they are air-conditioned, fitted with seatbelts and have mobile phones installed in case of an emergency.

One bus is licensed to carry 17 seated passengers. The other has been modified to carry 13 seated passengers plus two additional wheelchair occupying passengers (a hydraulic lifter has been installed).

Please note:

- Charter hire is subject to a bus and council registered volunteer driver being available.
- One central pick-up point (and return) for passengers is preferred.
- Destinations are limited to an area with 100km of the Adelaide CBD.
- Children must be accompanied by a responsible adult at all times. Conditions apply when transporting children.
- We encourage inclusion of the volunteer driver in your activities otherwise provisions need to be made for drivers over long periods and meal times.
- Hand luggage only is permitted on board the vehicles.
- If the temperature is forecast to exceed 37degrees then the Charter will be cancelled (according to Bureau of Meteorology website www.bom.gov.au)

The council will do everything possible to ensure a vehicle and volunteer is available on the day of charter hire however it can not be guaranteed.

Charter Hire Schedule

A donation towards the cost of the charter is charged based on kilometres travelled as follows:

\$11.00 Administration fee + \$1.27 per km

**prices include GST*

Vehicles are available for charter hire various days and times.

Best days to request charter hire are currently Mondays and Wednesdays.

If you would like further information about hiring a council community bus, to check vehicle availability or to book one of our community buses, please contact the **Community Transport Coordinator on 8408 1369**.