



Merinda Park Learning & Community Centre Inc

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Community Bus Policy

Bus Hire Conditions of Use

Bus Registration **URH 857/XNR 179 (please circle)**

1. The vehicles will be available to clubs, organisations and individuals at the sole discretion of the CEO and/or Committee of Management of Merinda Park Learning & Community Centre.
2. The booking must be made by an office bearer when it is hired by a club / organisation or by the driver where it is to be hired by an individual, whose details along with the nominated driver/s are to be completed on the usage form.
3. All drivers must sign an indemnity form and bus usage agreement. The bus is only to be driven by the nominated person/s whose signature appears on that form. An indemnity form for each additional driver must be completed and signed.
4. Drivers must hold a full and current Victorian drivers licence, have no previous driving convictions (drunk driving, reckless driving etc.) and must be over twenty-five (25) years of age. – Probationary Drivers Licence will not suffice.
5. Bookings will be on a first in, first served basis.
6. Bookings will only be confirmed once the paperwork and payment are received within seven (7) days of a tentative booking being made. **No Refunds** will be issued for cancellations or non-use.
7. The use of the bus is limited to **Monday to Friday 9.15am – 2.30pm during the school term. Last days of each term may require the bus to be returned earlier if local school dismiss children early. Friday after 4.30pm to Sunday 8.00pm**

If the bus is required for periods during school holidays written applications must be made to the CEO of **Merinda Park Learning & Community Centre**.

8. The Committee of Management must approve interstate travel; therefore a written application needs to be submitted at least 30 days in advance.
9. Fees for the use of the bus are to be paid on booking
Bond \$500.00 per bus.
Hire – Monday to Friday 9.15 – 2.30 pm \$40.00 (GST inclusive)
Friday after 5.00pm, Saturday and Sunday - Community Group = \$75.00 (GST inclusive)
- Individual = \$88.00 (GST inclusive)
Etag - \$30.00 per day minimum - See item 15 for further details

Please Note: - The one day's hire on the weekend is considered to be any length of up to 24hrs or part thereof.

For any hire that the bus has travelled over 500 km there is an additional charge of \$.78 per kilometre as per taxation rates.

If the bond is to be paid with a valid Credit Card a preauthorisation is taken whereby the funds are placed on hold until after the hire. Once the bus and keys are returned on time and the bus has been inspected by MPLCC staff for any damage and refuelling the held funds will be released within 3-5 business days as per the Commonwealth Bank policy.

10. The bus is covered by a full comprehensive insurance policy, an excess of **\$2,250.00** is applicable for which the hirer is responsible for paying in the event of damage to the bus. Repair cost of damage less than \$2,250.00 is paid by the hirer to the Merinda Park Learning & Community Centre.
12. The bus is covered by RACV roadside service. Phone Number 13-1111 Membership Number: 2586320
13. The maximum number of people who may travel in the community bus is twelve (12) i.e. the driver and eleven passengers.
14. **The bus must not be taken into any Underground car parks.** Height warnings signs are not always placed in such car parks. **Warning the \$2,250.00 excess is the responsibility of the hirer in the event of damage to the vehicle**
15. The bus is equipped with an E-TAG for travel on City Link/East Link and must be signed out when collecting the bus keys. Hirers will be charged a minimum of **\$30.00 per day for Citylink and \$20.00 per day for Eastlink** irrespective of whether the hire is for one day or the whole weekend. Upon return of keys on the next working business day your actual costs for travel will be calculated to ensure you have not exceeded the \$20.00 per day or \$30.00 per day depending on which route you have taken. If you exceed this amount for your hire then this balance will be due on return of the keys. Day passes cannot be purchased for the bus through Citylink or Breeze due to the quantity the Centre has to purchase each year. ETAG must be used for all travel on Toll Roads.
16. **Under no circumstances** is the bus to enter a **“Declared Hazardous Area” such as roads to the snowfields.** The bus is not permitted to travel in any area where wheel chains are required to be carried. The bus is to be used on formed roads only.
17. **No seats** or other items are to be **removed** from the bus at any time
18. **The bus driver must not have alcohol or drugs present in his/her blood or on his/her breathe immediately before driving and whilst driving and including a reasonable time before collecting the bus. NO ALCOHOL to be consumed on the bus at any time by any passengers.**
19. **No Smoking** on the bus at any time.
20. **No drinking or eating** on the bus at any time.
21. Immediately prior to the end of the hire the bus must be filled with **UNLEADED** fuel, cleaned and returned in the same condition as it left. A receipt for the fuel must be left with the checklist. If the bus is not cleaned the hirer will forfeit \$100 of the bond to pay for the cleaning of the bus. If the hirer has not filled the bus with fuel, money will be deducted from the bond to the value of the fuel used.
22. A checklist of the bus is supplied for the hirer to record the bus's condition at the time of pick up. Please allow time for this to be done. If the bus is not in a clean, good condition and full of fuel, please notify the Centre immediately.
23. The hirer must collect the bus and return the bus at the time stated on the usage form, as others may have booked the bus before or after your booking. If you return the bus late you will be

charged an additional late fee of at least \$50.00 per hour. This is particularly important Monday to Friday when the bus is needed for normal school pick-ups.

24. The keys must be picked up by the actual driver of the bus who is to fill out the indemnity form and read these rules before proceeding unless this has already been done previously.
25. The keys can be collected in advance from the reception desk between the hours of 8.30 am and 4.15 pm Monday to Friday. A bus checklist will be issued at the same time as the keys.
26. The bus is garaged at Merinda Park Learning & Community Centre and the garage key and gate key will be issued at the same time as the bus keys. Return the bus and park in the garage unless otherwise indicated.
27. **On returning the bus clean and refuelled** to the Community Centre or designated location please ensure that all windows and doors are closed and the vehicle is locked.
28. The keys and the checklist together with the receipt or copy of receipt for the fuel are to be returned to reception by 10.00am on the next working day, if hired over the weekend, or as per the time stated on the Bus Utilisation Form, if hired on a weekday. Late return of keys will incur a \$50.00 fine per day.
29. The driver/s of the bus shall be wholly responsible for any parking or traffic infringement notices issued whilst in the hirer's possession. Any use of, and fines incurred in relation to City Link / East Link including Day Passes is to be at the cost of the hirer. Merinda Park Learning & Community Centre is obliged to pass on any relevant details in relation to fines from City Link, Police etc. to the relevant authority.
30. If the hirer incurs a speeding fine whilst driving the bus the hirer will be disqualified from hiring the bus in the future.
31. The following rules need to be complied with for children travelling in the bus:
 - Children less than six months to be secured in an approved, properly fastened and adjusted, rear-facing child restraint, such as an infant capsule;
 - Children from six months to less than four years must be secured in an approved, properly fastened and adjusted, rear-facing child restraint or a forward-facing child restraint with an inbuilt harness; and
 - Children aged from four years to less than seven years must wear an approved, properly fastened and adjusted, forward-facing child restraint with in-built harness or an approved booster seat which is properly positioned and fastened.

This also includes:

- Children under four years will not be allowed to travel in the front seat of a vehicle with two or more rows; and
- Children aged between four and less than seven years will not be allowed to travel in the front seat of a vehicle with two or more rows, unless all other back seats are occupied by children aged under seven.

Merinda Park Learning and Community Centre will not be held responsible should you (the driver) not comply with these rules and receive a fine.

Booster seats will be available for hire at:

\$5 per seat plus an additional \$10 per seat BOND

ANY HIRER OF THE BUS THAT FAILS TO COMPLY WITH THESE CONDITIONS WILL LOSE BOND MONEY AND JEOPARDIZE FUTURE USE OF THE BUS

As the bus has signage identifying the vehicle as being owned by MPLCC, we expect that all hirers act in a responsible manner so that it does not negatively reflect the centre. Any such behaviour reported to the centre will also jeopardise future use of the bus.