

# hire application



## Council Community Vehicles - 2017/2018

Please complete and return this page with deposit and a copy of both sides of each driver's licence to Bass Coast Shire Council.

Which vehicle do you wish to hire:

**Cowes vehicles**

**11 seater**, auto transmission, with wheelchair access

**12 seater**, auto - full induction required one week before hire date.

**Inverloch vehicle**

**10 seater** auto transmission, with wheelchair access.

**Wonthaggi vehicle**

**8 seater**, auto transmission, with Turny seat.

Fees and Charges	\$ per hour	Deposit to be paid before collection	Minimum booking
* Senior Groups	\$7.30	\$36.50 (GL14091)	5 hours
Community Groups	\$10.30	\$51.50 (GL 14091 for Cowes and Inverloch vehicles) (GL 13390 for Wonthaggi vehicle)	5 hours

The community vehicles are not available for use by profit organisations, commercial organisations, individual use or for commercial use by any organisation.

Name of Organisation \_\_\_\_\_

Contact Person \_\_\_\_\_

Postal Address \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Date Required: \_\_\_\_\_ Travelling to \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Time Collected \_\_\_\_\_ am/pm Returned \_\_\_\_\_ am/pm

First Driver Name \_\_\_\_\_

First Driver Licence No \_\_\_\_\_ Expiry Date \_\_\_\_\_

First Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

Second Driver Name (if applicable) \_\_\_\_\_

Second Driver Licence No \_\_\_\_\_ Expiry Date \_\_\_\_\_

Second Driver Signature \_\_\_\_\_ Date \_\_\_\_\_

*Internal use only – Customer Service: Please forward this form, copies of licence(s) and deposit receipt to Aged and Disability (Phillip Island and Inverloch vehicle) or Community Development (Wonthaggi Vehicle)*

**PTO**

## Driver Declaration

I agree:

- To comply with all applicable provisions of the *Motor Car Act, Transport Regulations Act, Road Traffic Act* and all regulations made thereunder and all applicable laws, regulations and by-laws relating to the driving of the bus/vehicle. Any fines incurred will be paid for by me.
- That the vehicle will carry only the number of passengers permitted in correctly fitted seat belts. If a wheelchair is travelling it must be correctly secured.
- That during the period the vehicle is under my control I will not partake of, or be under the influence of any intoxicating liquor or drugs.
- That only the drivers nominated on this form shall drive the vehicle or have responsibility for the vehicle during the hire period.
- To return the vehicle to the prescribed parking area with a **full tank of (diesel) fuel** (otherwise a refuel fee of \$1.60 per kilometre will apply).
- To ensure that the vehicle is left in a clean condition both inside and outside (otherwise a cleaning fee of \$120.00 will apply). Council staff will inspect the vehicle on its return.
- To complete the log book located in the bus/vehicle.
- To return the **Trip Report, keys and fuel receipt** back to the Bass Coast Shire Council.
- If I do not complete and return the Trip Report that I will be charged a maximum of 10 hours for each day of hire.
- To advise Council staff of any accident causing injury or damage to the vehicle and any mechanical defects noticed in the vehicle at the time of delivery or after use.
- That the vehicle is available for travel only within a 250km radius of Wonthaggi unless prior approval is gained.
- To ensure that smoking does not occur in the vehicle and that the seats are protected from food and drink.
- That I hold a current, full Victorian Driver's Licence with no convictions for driving in the last five years.
- To obtain a pass from CityLink if I use a toll road.
- If the fire extinguisher fixed to the vehicle has been discharged or removed, I will be billed the recharging or replacement cost.
- In the case of an accident or claim on insurance, the excess will be my responsibility. Drivers under 25 will be charged an additional excess.

(Please tick) In addition I have read the Council Community Vehicle Hire Guidelines and agree to abide by the conditions of use detailed in the guidelines.

Signature of Driver 1 \_\_\_\_\_ Date \_\_\_\_\_

Signature of Driver 2 \_\_\_\_\_ Date \_\_\_\_\_

Council collects your Personal Information in accordance with statutory requirements. Personal Information is kept in accordance with the *Health Records Act 2001* and the *Privacy and Data Protection Act 2014 (VIC)* Our Privacy Policy is available on our Internet site or from our Customer Service Centres.

*Last updated: Jun 2017*

## Council Community Vehicles

Please return Trip Report, keys and fuel receipt to Council where the keys were collected, otherwise you will receive a maximum hire charge. The hiring organisation will be billed at the end of each month therefore payment will not be required when keys are returned.

Name of Organisation \_\_\_\_\_

Drivers Name (please print) \_\_\_\_\_

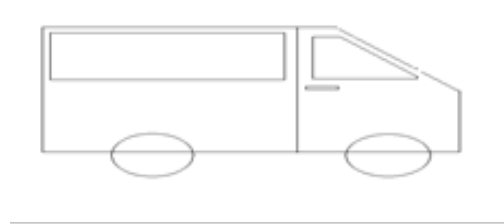
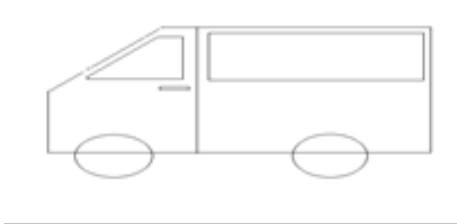
Driver Signature \_\_\_\_\_

Bus Taken: Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

Returned: Date \_\_\_\_\_ Time \_\_\_\_\_ am/pm

Odometer Reading Start \_\_\_\_\_ Finish \_\_\_\_\_

Please check all sides of vehicle before you drive it and mark any existing damage on diagrams below.



Any comments/feedback

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## Return of vehicle

The vehicle must be returned at the time nominated on the Hire Application form.

- It is the responsibility of the hiring organisation to refuel the vehicle with diesel at the completion of the journey at your own cost, and to obtain a fuel receipt. Failure to refuel the bus will result in a charge of \$1.60 per kilometre.
- This Trip Report must be completed and returned with the vehicle keys and fuel receipt. Failure to submit a Trip Report will incur a maximum charge of 10 hours.
- The vehicle must also be returned in a clean condition both inside and outside. Failure to do so will result in a \$120.00 cleaning charge.
- Advise Bass Coast Shire Council of any mechanical defects noticed in the vehicle.
- Complete the log book located in the vehicle.

## Luggage

Any luggage, sporting equipment or wheelchair carried inside the vehicle must be securely tied down in transit.

## e-Tag

If using a toll road, obtain an e-Tag from CityLink (tel 13 26 29) prior to your journey.

## Breakdowns

If a breakdown occurs, please call RACV Roadside Assist on 13 11 11. Quote membership number 2276720 in the name of Bass Coast Shire Council.

If the vehicle breaks down and there are costs involved to repair the vehicle (eg new battery) contact Council on 1300 BCOAST (226 278) to obtain approval for the costs. If possible, pay the service organisation and submit the receipt with the Trip Report to obtain a refund.

## Accident

In event of an accident, you must obtain the name, address, phone number, vehicle registration number and licence number from the other party.

- Under no circumstances should any indication be given by the driver for blame, responsibility or fault in regard to the incident.
- On returning the keys the driver must complete a Hazard and Incident Report form and possibly an Insurance Claim form.
- If the vehicle is not able to be driven, contact Council's Fleet Department on 1300 BCOAST (226 278) or contact RACV Roadside Assist on 13 11 11. Quote membership number 2276720 in the name of Bass Coast Shire Council.

*Last updated: Jun 2017*

**Office Use Only** Hire Charge (*Minimum hire of 5 hours; maximum charge of 10 hours per day*)

Number of hours in use _____ @ \$ _____ per hour	\$ _____
Plus Cleaning fee (if required) \$120.00	\$ _____
Refuelling bus/vehicle fee (if required) \$1.60 per kilometre	\$ _____
Other fee	\$ _____
Sub-total	\$ _____
Less Deposit (including GST)	\$ _____
Amount owing	\$ _____