

## Council Community Vehicles

Bass Coast Shire Council has four community vehicles available for hire. Council aims to achieve maximum levels of access and inclusion in community activities, to support independence and to maintain an optimum quality of life.

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

These guidelines apply for use of the vehicles by community groups, Council departments or Councillors who are seeking to hire Council's community vehicle. All hirers will be required to adhere to the conditions of use.

Priority for accessing Council's Aged and Disability bus is given to groups supporting members of the community who are frail, aged or has a disability. When it is not required by groups catering for this target group, the bus is available for hire by local community groups within the municipality. The hiring organisation must supply a licenced driver.

Community groups are only able to use the wheelchair hoist if the driver has been provided with training. This is important to minimise injury to yourself, people with disabilities and also damage to the hoist.

### ***Inverloch Vehicle***

**10 seats including driver, automatic, wheelchair hoist.**

Vehicle is located behind Warrawee Seniors Club, A'Beckett Street. Keys to be collected from Council's Customer Service Centre located at the Inverloch Visitor Information Centre, 16 A'Beckett Street.

Keys are available Monday to Friday 9.00am – 5.00pm.  
It is the responsibility of the driver to lock the garage.

### ***Cowes Vehicles***

**11 seats including driver, automatic, wheelchair hoist**

**12 seats including driver, automatic** - full induction must be completed at least one week before hire date for this bus.

These buses are located at Bass Coast Shire Council Works Depot, corner of Settlement and Dunsmore Road, Cowes.

Keys to be collected from the Cowes Cultural Centre, 91-97 Thompson Avenue, Monday to Friday 8.30am to 5.00pm. It is the responsibility of the driver to lock the Works Depot gates when a Council employee is not in attendance.

## Wonthaggi Vehicle

Priority for accessing Council's Wonthaggi vehicle is given to programs that deliver services to young people (12 – 25 years of age) or people with a disability. When it is not required by this target group, the bus is available for hire by local community groups.

The Wonthaggi vehicle is a Kia Carnival. It has automatic transmission, seating for eight people including the driver and is fitted with a Turny seat that swivels out through the door opening and lowers to a suitable position so a person can be transferred to or from a wheelchair. The vehicle is located behind the Wonthaggi Court House on Watt Street. Keys to be collected from Council's Community Development department located at 76 McBride Avenue, Wonthaggi. Keys are available Monday to Friday 8.30am – 5.00pm.

## Bookings

The process to book a vehicle is as follows:

1. Hiring organisations must confirm their eligibility and the vehicle availability before completing forms. Vehicle availability can be checked by phoning Bass Coast Shire Council on 1300 BCOAST (226 278).
2. Once availability and eligibility are confirmed, the hiring organisation should then complete an application form and pay the deposit. The completed application form must be returned to one of Council's Customer Service Centres. Lodgement of the application and deposit form shall serve as confirmation of the booking.

The vehicle may only be used within a **250 km** radius of Wonthaggi unless prior approval is gained.

For insurance reasons the community vehicle may only be hired overnight if the vehicle will be housed in secure off-street parking. If you are hiring the vehicle over a weekend and are unable to house the vehicle securely, you will be required to return the vehicle each evening.

## Cancellation

If the hiring organisation cancels the booking with less than **48 hours'** notice, the deposit will be retained by Bass Coast Shire Council.

## Refusal of Application

Council reserves the right to refuse any application by a group that has not met the terms and conditions of these guidelines in the past, or who do not agree to abide by these terms and conditions.

Council also reserves the right to refuse an application when hiring organisations are behind in their payment of accounts for past vehicle hire.

Bass Coast Shire Council reserves the right to withdraw the vehicle in the case of a municipal emergency when Council's Municipal Emergency Management Plan is in operation.

In the event the vehicle is not available for any reason after a booking has been made, Bass Coast Shire Council will be under no obligation to provide alternative transport.

## Driver Requirements

The hiring organisation must nominate one or two people to drive the vehicle. Only in an extreme emergency situation may any person, other than the nominated driver/drivers, drive the vehicle.

## **e-Tag**

These vehicles are **not** fitted with an e-Tag. You can obtain a pass from CityLink by contacting their office on 13 26 29 or by visiting their website at [www.citylink.com.au](http://www.citylink.com.au).

Any fines incurred will be the responsibility of the hiring organisation.

## **Fees**

The hourly hire rate of the vehicles for senior groups is \$7.30 including GST (Inverloch and Cowes vehicles only) and \$10.30 including GST for community groups. The daily minimum hire fee is five hours and daily maximum hire fee is ten hours.

If you do not submit the Trip Report when the vehicle is returned you will be charged the maximum daily hire fee for each day the vehicle was hired.

The vehicle must be returned in a clean condition; failure to do so will result in a \$120.00 cleaning charge. The bus driver's compartment and main floor of the bus must be swept and mopped.

The vehicle must be refuelled at the end of the journey; failure to do this will incur a fee of \$1.60 per kilometre.

If the fire extinguisher fixed to the bus/vehicle has been discharged or is removed, the organisation responsible will be billed the recharging or replacement cost.

Any parking infringements, traffic offences or toll fines incurred are the responsibility of the person who commits the offence or the hiring organisation.

## **Invoicing**

The hiring organisation will be billed at the end of the month for any charges above the deposit amount.

## **Breakdowns, Accidents and Insurance**

Vehicles are covered by Council's RACV Roadside Assist membership.

Vehicle passengers are covered to the extent of the vehicle's compulsory Third Party insurance cover, and the vehicles are covered under Council's Comprehensive Motor Vehicle cover.

In the event of an accident or damage to the vehicle, a Hazard and Incident Report should be completed and if required to claim on insurance, an Insurance Claim Form would also need to be completed.

Hiring organisations need to ensure that they have the financial capacity to pay the insurance excess in the event of an accident or insurance claim.

In the case of an accident or claim on insurance, the excess will be the responsibility of the hiring organisation. Drivers under 25 will be charged an additional excess.

*Last updated: Jun 2017*