

Application for Use of Rockdale City Council Community Bus



Name of Group:
Type of Organisation:
Address:
Contact Person:
Phone (During Office Hours):
Dates Required (Please attach list if there is more than one booking date):
Departure Time (Departure from Council's Depot no later than 8am):
Return Time (Return to Council's Depot no later than 4pm):
Destination/s:
Approx Number of Kilometres:
Approx Number of Passengers (approx 20 passengers max):
Purpose:

Rockdale City Council
Office Hours - 8.30am to 4.30pm (Mon-Fri), 9am-1pm (Sat)
2 Bryant Street / PO Box 21 Rockdale NSW 2216
rcc@rockdale.nsw.gov.au www.rockdale.nsw.gov.au
DX 25308 Rockdale ABN 66 139 730 052
Tel 02 9562 1666 Fax 02 9562 1777
@ July 2010

Driver's Name:

Driver's License Number:

Class LR (Light Rigid) or greater:

Please attach a photocopy of Driver's License with application

Please read the Conditions of Use.

Failure to abide by the Conditions of Use could lead to suspension or cancellation of bookings.

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Acknowledgement: I have read the rules and conditions of use of the Rockdale City Council Community Bus and hereby agree to abide by them.

Signed:

Name:

Position in Organisation:

Weekend Users Only (Please provide name, address, contact number of where the bus will be garaged over weekend period)

Friday:

Saturday:

Sunday:

I. Eligibility

- a. The Community Bus is available to groups whose members are unable to use conventional public transport or unable to afford a car or taxi. These include:
 - The Aged
 - The Disabled
 - Mothers with young children
 - Children
 - Young people under the age of 18
- b. The Bus is **primarily** for groups operating in Rockdale City Council.
- c. When the bus is not needed it is to be made available at short notice to the St George Community Transport.

2. Use of Bus

- a. The Community Bus must only be used for the purpose as stated at the time of approval- the radius of any trip is not to exceed 80km.
- b. The Community Bus must not exceed 200km per bus booking (this includes weekend bookings).
- c. Ensure that the bus is thoroughly cleaned and has a full tank of petrol when it is returned to the Depot.
- d. Observe all traffic parking laws and regulations. The bus is not to be taken off the road or to be driven on unsealed roads.
- e. The driver must only pick up and drop off passengers at the kerbside.

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3. User's Responsibility

Groups using the Community Bus shall:

- a. Provide their own fuel
- b. Record in the log book provided, details requested
- c. Ensure that the bus is thoroughly cleaned and has a full tank of petrol when it is returned to the Depot.
- d. Please note it is your responsibility to advise Council if you notice problems requiring repair or maintenance, particularly anything which may impact on the safe use of the bus. This can be done by ringing Council's Customer Service Centre on 9562 1666.

4. Driver

- a. Groups using the Community Bus are required to provide their own driver.
- b. Any person driving the Community Bus must hold the appropriate licence (LR (Light Rigid) or greater) and must participate in a bus orientation with the Plan Superintendent.
- c. Organisations using the Community Bus must nominate on the application the name, address and license numbers of any persons eligible to drive the bus.
- d. Except in case of emergency, the Community Bus must not be driven by anyone other than the person (s) nominated on the application form.
- e. **MUST HAVE AN "RTA REGISTERED WORKS DIARY"**. This is a legislative requirements and the keys to the Council's Community Bus will **NOT** be issued to **any** driver who cannot produce the diary.

5. Bookings

- a. Applications for bookings are to be made by filling out an Application for Use of Rockdale City Council Community Bus form, provided by Council.
- b. No community group can book the bus more frequently than one (1) day (or two half days) per fortnight unless it is still available at short notice (e.g. one week).
- c. The bus shall be reserved one day every month for a regular safety check.
- d. Council will endeavour to facilitate widespread access to the Community Bus. Booking allocations for the community bus will reflect community need across a range of groups/organisations.
- e. No food or drink is to be consumed in the Community Bus
- f. No alcohol is to be taken on, or consumed, on the bus.
- g. The Community Bus is not to be driven on sand, or bush tracks.

6. Fees

- a. Fee Structure attached. Unless 14 days notice given, no refund will be given for cancellations.

7. Accidents

All accidents, no matter how minor must be reported to Council. Council reserves the right to recover costs associated with repairing damage to the bus by gross negligence or malicious acts. In the event of an accident, the driver shall follow the procedure outlined in the instruction sheet in the Community Bus.

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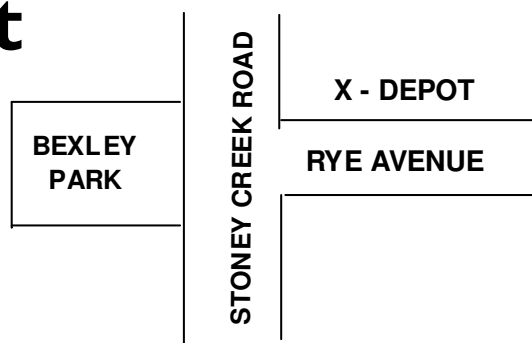
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Rockdale City Council Community Bus - Information Sheet

DEPOT LOCATION:

The bus is garaged at Council's depot- Rye Avenue Bexley.

NOTE: Depot hours are between 7am- 4pm
BUS MUST BE RETURNED BY
4PM WEEKDAYS



GENERAL RULES:

1. The bus is not to be taken off the road or driven on unsealed roads.
2. It should be securely locked when not in use.
3. No alcohol is to be taken onto or consumed in the bus. Smoking is also prohibited.
4. Under no circumstances is a charge or fare to be made for the conveyance of passengers.
5. Bus is only to be driven by the nominated driver or a driver previously approved by Council.

WEEKEND USERS:

Groups wishing to use the bus on the weekend must pick it up no later than 3.30pm on Friday afternoon and return it between 6am and 8am on Monday morning.

ACCIDENTS & DAMAGE:

All accidents, damage and mechanical problems, no matter how minor, must be reported to Council's Plant Superintendent Tony Casagrande 9562-1550 at the trip's completion.

Council reserves the right to recover costs associated with repairing damage to the bus by gross negligence or malicious acts.

PROCEDURE IN CASE OF AN ACCIDENT

1. If another vehicle is involved, report to Police and take details of other vehicle and driver.
2. A full report of the circumstances of the accident must be written down and given to Council's Plant Superintendent.
3. If the vehicle is un-driveable, Council's Plant Superintendent should be contacted. He will arrange for the vehicle to be towed to Council's nominated repair yard.

BREAKDOWNS

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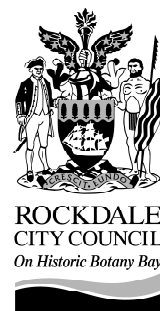
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- a. Fee Structure attached. Unless 14 days notice given, no refund will be given for cancellations.

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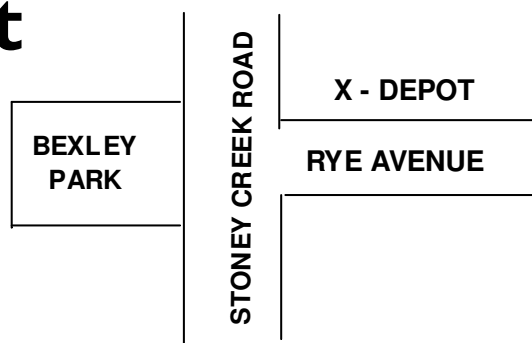
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NOTE: Depot hours are between 7am- 4pm
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4PM WEEKDAYS



GENERAL RULES:

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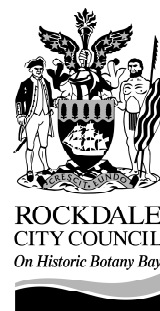
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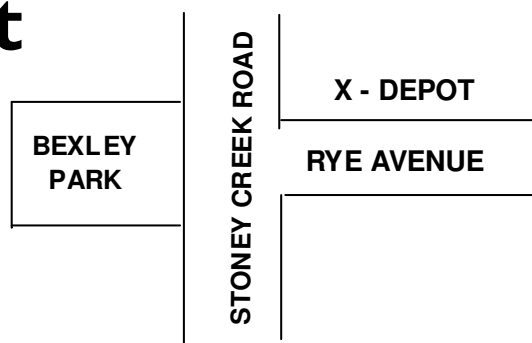
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