

Community Transport Service Bus Hire Form



APPLICANTS MUST BE OVER 18 YEARS OF AGE

This form is an application only and must be submitted at least 14 days prior to the date for your booking to be processed. Bond and booking fees must be paid in full before keys can be collected. Application needs to provide proof of a qualified driver before approval is given. Insurance details should also be provided.

PLEASE READ THIS APPLICATION AND THE TERMS AND CONDITIONS OF HIRE CAREFULLY AS IT IS THE HIRERS RESPONSIBILITY TO ENSURE THAT THEY HAVE CORRECTLY COMPLETED THE INFORMATION REQUESTED AND HAVE UNDERSTOOD THE CONDITIONS OF HIRE.

BOOKING INFORMATION			
BUS:	8 Seater, with wheelchair hoist, Toyota Commuter Bus 12 seater, Toyota Commuter Bus 12 seater, Toyota Commuter Bus		
INTENDED USE:			
DESTINATION:			
DATE(S) REQUESTED:			
ESTIMATED PASSENGER NUMBERS (including driver):			
PICK UP TIME:		RETURN TIME: (allow for refuel)	
IS THIS AN ONGOING BOOKING?	Yes	No	END DATE:
HIRER CONTACT DETAILS (Note the organisation provided below constitutes the 'hirer' as defined in the terms and conditions)			
NAME OF PERSON MAKING BOOKING:			
NAME OF CLUB/ ORGANISATION:			
TYPE OF CLUB/ ORGANISATION:			
POSTAL ADDRESS:			
CONTACT EMAIL:			
CONTACT PHONE:		CONTACT MOBILE:	
NAME OF DRIVER:			
DRIVERS LICENCE NUMBER: (Attach Copy)		D/LICENCE EXPIRY DATE:	
FULL ADDRESS OF DRIVER:			
PHONE NUMBER OF DRIVER:			
INSURANCE DETAILS POLICY NUMBER AND PROVIDER: (Attach copy of Certificate of Currency)			

Community Transport Service Bus Hire Form



Additional requirement due to COVID-19

- Hirers are required to keep a list of names and contact details of everyone that travels on the bus for a period of 1 month after date of booking
- All hirers must complete the online COVID-19 safety training prior to booking (this may be the driver or the organiser of the booking)
- Cleaning packs will be provided within each bus
- Bus seats, hand rails and belts will be wiped down prior to each bus trip and after passengers are dropped off
- Passengers will be asked to use hand sanitizer before getting on the bus
- Disposable gloves will be available for driver use
- Passengers will be informed of the risks of travelling in close proximity to each other whilst using the community transport service.
- Bus checklist to include confirmation that the driver has complied with their requirements under the COVID-19 safety plan.
- Passengers advised not to use the service if they show any symptoms of being unwell.

DECLARATION

I agree that I have read and will abide by the City of Wanneroo Terms and Conditions of Hire. I agree to be responsible for payment of all fees and charges associated with this hire.

I agree that I have the authority to make this application on behalf of the above named club/organisation.

Signature: _____

Date: _____

Office Use Only

Vehicle available	Yes	Rego No.	WN	Booking No.	
Deposit Paid	Yes	Date:		Amount	\$
Cert of Currency Received	Yes	Date:		Verified	
Booking confirmed	Yes	Email sent to		Date	
Copy of drivers licence on file	Yes	Drivers licence verified with DoT		Yes	
Paid in full	Yes	Receipt No.		Amount	\$
COVID-19 Safety Training Complete	Yes	Date Complete:			
Booking finalised	Yes				
Responsible Officer	Name			Signature	
Date:					

18/283789