



PHILLIP ISLAND RSL COMMUNITY BUS HIRE POLICY AND GUIDELINES 2013

The Phillip Island RSL Sub-Branch is committed to the objectives and purposes of the Returned Services League. Such objectives include the care and assistance of veterans and their families, and involvement and commitment to the members of the local community as outlined in the 2012-2016 Phillip Island RSL Welfare & Charitable Business Plan.

PHILLIP ISLAND RSL VISION

To be the pinnacle benchmark for all Victorian RSL's both commercially and in our contribution to the community.

PHILLIP ISLAND RSL MISSION

To support the well being of our members through the provision of welfare and commemorative services while continuing to enhance our image and value to the community.

POLICY AIM

To provide information, guidelines and accountability for the use of the Phillip Island RSL (PIRSL) Community Bus.

POLICY OBJECTIVES

- To provide a process for the hiring and use of the PIRSL Community Bus.
- To ensure tight controls around the use and care of the PIRSL Community Bus.
- To set the fees and other costs for the hire and running of the PIRSL Community Bus.

COMMUNITY BUS INFORMATION

The PIRSL Community Bus is a Mercedes Sprinter Transfer bus with seating for 11 people including the driver. The bus has capacity for fold up wheelchairs only. The bus is fitted with seat belts.

The bus has automatic transmission and can be driven by a licensed car driver. The bus has reverse beeper. The bus runs on diesel fuel.

The bus is parked at the front of the PIRSL building. The bus has its own bay which is clearly signed. The parking bay is on the west side of the building.

The bus is covered under PIRSL's insurance policy when used in line with the conditions of use. The insurance excess cover is \$650 which, in the event of an accident, is to be borne by the hirer.

Funds collected for the hire of the PIRSL Community Bus are used for the running and maintenance of this vehicle with left over funds allocated to the PIRSL Welfare & Charitable Fund to put back into the Phillip Island and San Remo Community.

PIRSL COMMUNITY BUS CONDITIONS OF USE

Phillip Island RSL Mercedes Benz Sprinter Bus (The Community Bus) is an 11 seat (10 passengers and driver) vehicle available for hire to not-for-profit and community based organizations throughout Phillip Island and San Remo.

The Community Bus is not for personal or social use.

Organisations must provide a copy of a Certificate of Incorporation and the bus must ONLY be used for transport for their programs. The Community Bus is restricted for use within the state of Victoria and is not permitted to be taken to the snow fields.

The organisation must nominate a driver who has a current full (not Probationary or Learners) Victorian Driver's Licence. The driver must be over 25 years of age, complete a Community Bus Application Form and provide a copy of their Driver's License prior to the collection of the keys. The hire fee must be paid in full before the keys will be issued.

A letter of authorisation will be required from the organisation prior to a booking being approved to validate that the driver represents the community organisation.

The nominated driver/s shall drive with a zero alcohol level.

"A driver of a bus must not have alcohol or drugs present in his or her blood or breathe immediately before, or while driving a bus

The bus must be returned with a full fuel (diesel) tank and must be cleaned and washed.

Smoking on the bus is strictly prohibited.

Fines and charges incurred during the use of this vehicle are the responsibility of the booking organisation and the driver. This includes parking fees, fines and speeding fines and all tolls.

HIRE FEES

Note: Accounts must be settled 7 days prior to the collection of the Community Bus.

All bus hire requires a bond of \$50

| Hire periods | Half Day Rate | Change over | Full Day Rate |
|--------------|---|------------------------------------|---------------|
| Times | 9am to 1pm 1.30pm to 5.30pm 6.00pm to 12.00am | 1.00pm – 1.30pm 5.30pm – 6.00pm | |
| | \$25 | – | \$50 |

The changeover period is 'grace' time between bookings to allow for unexpected delays, refueling, cleaning and completion of paperwork. Bookings for more than one hire period include the changeover time at no additional cost.

Short bookings that do not use all the hire period are charged for the whole hire period. If the booking goes across two periods it is charged for those periods. For example, a booking from 11am to 4pm is \$50 as it effectively makes the bus unavailable for two hire periods.

EXCLUSIONS

The Community Bus has limited availability for community use on Friday evenings PIRSL Members night.

Children under the age of seven (7) cannot be transported in the Community Bus as it does not have provision to be fitted with booster seats.

KEYS

The Community Bus keys are collected from Reception at the Phillip Island RSL during office hours (9.00am – 4.30pm) unless otherwise negotiated. **Receipt for payment of bus hire and bond MUST be produced when collecting keys.** The key ring has one bus key.

BOOKING AND CANCELLATION DETAILS

Bookings can only be made by phone with the Reception Office on 5952 1004 during office hours -Monday to Friday from 9.00am to 4.30pm. Bookings cannot be made more than 3 months in advance.

Five working days prior notice must be given for all cancellations of the Community Bus. Failure to do so will result in the organisation being charged for the length of the booking to a maximum of \$50

BOND REFUND

Your bond will be refundable 30 working days after bus use. A refund will be processed upon return of keys and conditions being adhered to.

LOSS OF BOND

The Security Bond will be forfeited when any of the following occur:

- Signed agreement is breached
- Vehicle is damaged
- Diesel not refilled
- If the bus has not been cleaned
- Smoking on bus
- Cancellation with less than 5 working days notice
- Fire extinguishers emptied or pins removed
- If food or alcohol is consumed in the bus
- Log book not completed
- Key not returned within 2 working days of use (cost of replacement)

THE PHILLIP ISLAND COMMUNITY BUS LOG BOOK

The Log Book must be filled out prior to the keys being picked up AND filled in upon return of the keys.

CHECKLISTS (See attached forms)

It is the responsibility of the driver to complete the checklists before the journey and to record any damage or irregularities, to avoid their organisation being liable.

The condition of the Community Bus must be assessed by the driver using the following:

PRE DEPARTURE INSPECTION CHECKLIST

The PIRSL Community Bus Pre Departure Checklist & the Log Book must be completed before the bus is removed. If you do not have the Checklist or the Log Book is missing this must be reported prior to departure.

POST TRIP CHECKLIST FOR BUS MAINTENANCE AND CLEANING & the LOGBOOK

The PIRSL Community Bus Post Trip Checklist for Bus Maintenance and Cleaning & the Log Book must be completed upon return.

If these are not completed a fee of \$20 per incomplete book will be removed from Bond.

If “**DO NOT DRIVE BUS**” sign is displayed inside bus, please contact the Administration on 5952 1004 or the After Hours Number 0418 566 200

MECHANICAL BREAKDOWN

The Community Bus is registered with the R.A.C.V. and in the event of a breakdown, they should be contacted (Information is located in the glove box within the bus).

In the case of a major mechanical failure, or if the bus is involved in a motor accident, after informing all relevant emergency agencies, contact:-

Administration on: 03 5952 1004

After Hours: 0418 566 200

REFUELING PROCEDURE

The Community Bus must be filled with **Diesel fuel** before returning the vehicle or loss of bond will occur. Under no circumstances will reimbursement be given for the cost of filling the Community Bus. The fuel level of the Community Bus must be recorded on the **Checklist**.

RESTRICTIONS ON DESTINATION

The Community Bus is restricted to the state of Victoria and is not to be taken to the snow fields.



PHILLIP ISLAND RSL COMMUNITY BUS

| COMMUNITY BUS APPLICATION FOR USE | | |
|--|----------|--------------------------|
| Name of Organisation/Group: | | |
| Name of nominated driver: | | |
| Drivers Address: | | |
| Contact Number(s): | Phone: | Mobile: |
| Drivers License Number: | | Expiry Date: |
| Day dates/required: | | |
| Time Required: | Pick up: | Return: |
| Travelling To: | | No. of people attending: |
| Please advise the purpose/s for which the bus will be used: | | |

| ORGANISATION DETAILS | | | |
|---|--------------------------|-----------------------------------|--------------------------|
| 1. Which best describes your organisation/group? Please tick a box below | | | |
| Church | <input type="checkbox"/> | Sporting Group | <input type="checkbox"/> |
| Child Care | <input type="checkbox"/> | Social Club | <input type="checkbox"/> |
| Club/Scouts/Guides | <input type="checkbox"/> | Youth Group | <input type="checkbox"/> |
| Registered Club Service For People With Disabilities | <input type="checkbox"/> | Non Profit Community Organisation | <input type="checkbox"/> |
| Primary School | <input type="checkbox"/> | Play Group | <input type="checkbox"/> |
| Secondary School | <input type="checkbox"/> | Seniors Group | <input type="checkbox"/> |
| Registered Club | <input type="checkbox"/> | Other please describe below | <input type="checkbox"/> |
| 2. If your organisation does not fit into the above categories please provide a description: | | | |
| | | | |

| PIRSL INTERNAL SECTIONS DETAILS | | | |
|---------------------------------|--------------------------|---------------------------|--------------------------|
| RSL Sub-Committee | <input type="checkbox"/> | RSL Sporting Section/Club | <input type="checkbox"/> |

VEHICLE DAMAGE NOTIFICATION

It is the responsibility of the Hirer to conduct a walk around inspection of the vehicle prior to use and complete the Pre Departure Checklist to ensure that the vehicle condition report accurately reflects ANY damage or scratches.

If you find any new damage that is not listed on the Pre Departure Checklist you must inform the Phillip Island RSL representative immediately by taking the keys back to point of pick up during normal working hours or by calling 595201004 and leaving a message on voicemail if out of normal working hours.

You could be liable for any pre-existing damage on the vehicle if it is not recorded prior to departure and the Phillip Island RSL representative is not notified immediately.

CONDITIONS OF USE AGREEMENT FORM

I UNDERTAKE AND AGREE:

1. That I will comply with all applicable provisions of the Road Safety Act, Road Safety Traffic Regulations and all Regulations there under and all other applicable laws, Regulations and Local Laws relating to the driving of the said vehicle.
2. That the bus will carry no more than the legal maximum passengers allowed plus the driver.
3. That I will ensure that no other person other than myself shall drive the vehicle and that the Community Bus is returned in a clean and tidy condition to the bus garage at the allotted time.
4. That no seats or other fittings are removed from the bus.
5. That I will indemnify the Phillip Island RSL in respect of all claims, demands, actions and suits whatsoever arising out of any breach by me of any said legislation, regulations, local- laws or laws and any of the obligations herein before described and for any expenses and costs incurred by Phillip Island RSL incidental thereof.
6. That I will advise the Phillip Island RSL Representative of any accident causing injury or vehicle damage or mechanical defects noticed in the vehicle at the time of delivery, during use and/or on return of the vehicle, or after use.
7. To an inspection of the vehicle on return to the Parking Bay by a member of staff if required.
8. To undertake and comply with the Third Party Insurance Regulations as they relate to the zero alcohol level.
9. I take full responsibility for the vehicle in my care and I will ensure that the vehicle will be returned in a satisfactory condition.
10. I am fully aware that the responsibility for Accident Insurance Excess of \$650.00 on the Community Bus is that of the driver.

I hereby acknowledge that I have read and understood the terms and conditions and will comply with the Conditions of Use as stated

Name: _____

Signature: _____ Date: _____

OFFICE USE ONLY

Receipt of Hire: \$ _____ ____/____/____ Internal/External Hire Entered Into Diary: _____
Receipt of Bond: \$ _____ ____/____/____ Vehicle check upon return: _____
Refund of Bond Y/N -If No please comment: _____

PRE DEPARTURE INSPECTION CHECK LIST

PLEASE COMPLETE THE CHECK LIST PRIOR TO DEPARTING

This is for your own protection and to ensure the community bus is maintained for future users.

For multiple days hire, it is essential that the hire driver does a DAILY check of the vehicle and records any defects on the sheet or report as per instruction defect. **SPEEDO READING: _____**

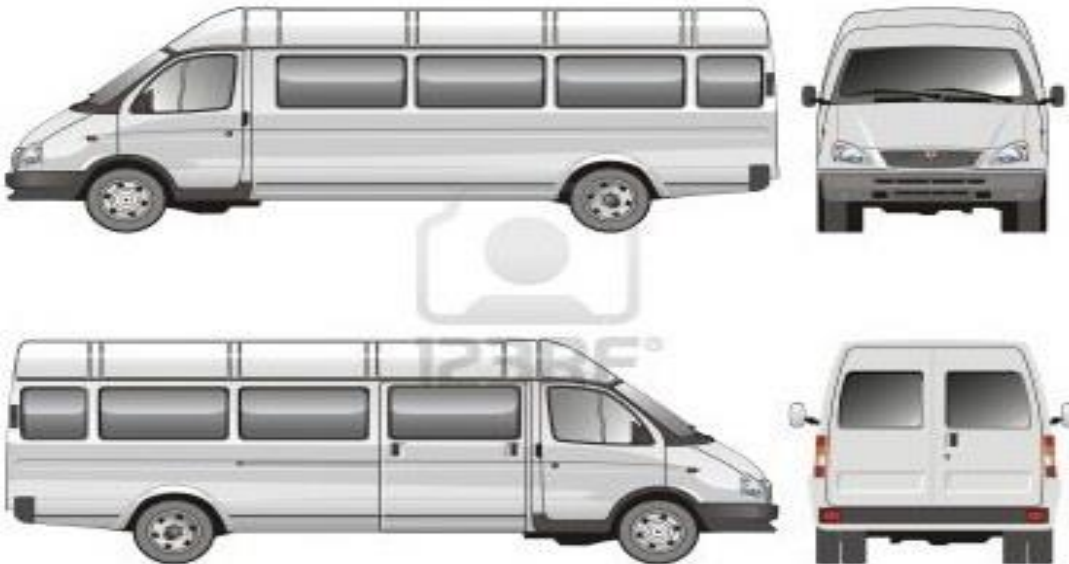
OIL LEVEL OK YES NO (NEEDS TOPPING UP)

WATER LEVE OK YES NO (NEEDS TOPPING UP)

ARE THESE ITEMS IN A CLEAN AND SATISFACTORY CONDITION? (PLEASE INDICATE ON THE DIAGRAMS BELOW ANY DAMAGE OBSERVED ON THE INTERIOR OR EXTERIOR OF THE COMMUNITY BUS)

- BODY WORK
- WINDOWS
- SEAT / UPHOLSTERY
- SEAT BELTS
- FLOOR
- FRONT / REAR BUMPERS
- DOORS
- LOG BOOKS SIGNED

- WHEELS/TYRES/NUTS
- JACK AND PARTS
- FIRE EXTINGUISHER (**full & pin in tact**)
- WINDOW WIPERS
- LIGHTS
- LITTER TRAYS
- MIRRORS



I HEREBY ACKNOWLEDGE THAT WE HAVE READ AND COMPLIED WITH THE CONDITIONS OF THE PRE DEPARTURE INSPECTION CHECKLIST

Name: _____

Signature: _____ **Date:** _____

PLEASE COMPLETE THE CHECK LIST UPON VEHICLE RETURN

This is for your own protection and to ensure the community bus is maintained for future users.

SPEEDO READING: _____

OIL LEVEL OK YES NO (NEEDS TOPPING UP)

WATER LEVEL OK YES NO (NEEDS TOPPING UP)

ARE THESE ITEMS IN A CLEAN AND SATISFACTORY CONDITION? (PLEASE INDICATE ANY DAMAGE DONE ON THE INTERIOR OR EXTERIOR OF THE COMMUNITY BUS)

- BODY WORK
- WINDOWS
- SEAT / UPHOLSTERY
- SEAT BELTS
- FLOOR
- FRONT / REAR BUMPERS
- DOORS
- LOG BOOKS SIGNED

- WHEELS/TYRES/NUTS
- JACK AND PARTS
- FIRE EXTINGUISHER (full & pin in tact)
- WINDOW WIPERS
- LIGHTS
- LITTER TRAYS
- MIRRORS



CLEANING OF THE COMMUNITY BUS

Each Community Bus is fitted with a Cleaning Kit which is located in the rear of the bus and should contain the following items. Please report the loss of any item from the Cleaning Kit.

- | | | | |
|--------------------------|----------------------------------|--------------------------|------------------|
| <input type="checkbox"/> | Chamois-(for windows) | <input type="checkbox"/> | Broom |
| <input type="checkbox"/> | Sponge- (for floor) | <input type="checkbox"/> | Bucket |
| <input type="checkbox"/> | Brush - (for outside of vehicle) | <input type="checkbox"/> | Brush and Shovel |

**BEFORE RETURNING THE COMMUNITY BUS TO THE CORRECT LOCATION, PLEASE CHECK THAT:
(Please Tick each box on completion)**

- | | | | |
|--------------------------|------------------------|--------------------------|--------------------|
| <input type="checkbox"/> | ALL RUBBISH IS REMOVED | <input type="checkbox"/> | FLOORS ARE SWEEPED |
| <input type="checkbox"/> | WINDOWS ARE WASHED | <input type="checkbox"/> | FLOORS ARE WASHED |
| <input type="checkbox"/> | EXTERIOR IS WASHED | | |

I HEREBY ACKNOWLEDGE THAT WE HAVE READ AND COMPLIED WITH THE CONDITIONS OF THE CLEANING AND MAINTENANCE CHECKLIST

Name: _____

Signature: _____ **Date:** _____