

# COMMUNITY ACCESS BUS & WHEELCHAIR ACCESS BUS GROUP INFORMATION FORM

## ORGANISATION

Name of organisation

## VEHICLE INFORMATION

Please tick which bus does your group require

Access Bus – 20 seats and driver

Wheelchair Access Bus – 14 seats + 2 wheelchair spaces and driver

## CONTACT PERSON

First name

Surname

Postal Address

Street No.

Street name

Suburb

Post code

Contact phone number

Email address

## PROPOSED DRIVER

Please attach a clear copy of your proposed driver's bus licence for council's records

First name

Surname

Licence type

Licence No.

Postal Address

Street No.

Street name

Suburb

Post code

Contact phone number

Email address

## OFFICE USE ONLY

Receipt Date

Application Number

Application approved?

Yes

No

## DETAILS ABOUT YOUR GROUP/ORGANISATION

Postal Address

Street No.

Street name

Suburb

Post code

Group (eg. Seniors, Church, Youth, Sport)

Aims/Objectives

.....

Services/Activities provided

.....

Target group for services/activities (eg. Children, youth, seniors, frail aged, people with disabilities)

Is your group based in the Penrith Local Government area?

Yes      No

How long has your group been in this area?

How does your group obtain funds? Please tick.

Government funding

Seeking donations

Charging fees

Other (Please list)

Fund raising

If you are not able to use the access bus when required what transport will your group use?

Please provide any other information that may support your group's application for use of the bus (eg. need wheelchair spaces)

.....

## SIGNATURE OF PRESIDENT/SECRETARY

On behalf of the organisation, I agree that our organisation is familiar with the terms and conditions of bus usage.

Print

Signature

Date

## SUBMISSION

Please take or send this application form and attached information to Council –  
Attention: Community Bus Coordinator

Penrith City Council  
601 High Street  
PENRITH NSW 2750

PO Box 60  
PENRITH NSW 2751, or

**PHONE:** 4732 7777

**FAX:** 4732 7958

**EMAIL:** [community.bus@penrith.city](mailto:community.bus@penrith.city)

**WEB:** [www.penrith.city](http://www.penrith.city)

# TERMS AND CONDITIONS OF USE FOR COUNCIL'S ACCESS BUSES

Please note: groups who fail to meet these terms and conditions may result in the group being denied access to the buses in future.

## ELIGIBILITY

- a. Penrith City Council's Community Access Buses are available for use by non profit community, service and social groups providing services for residents of the Penrith Local Government Area.
- b. Before applying to use the buses, each group must register with Council by completing the Community Access Bus & Wheelchair Bus Group Information Form..
- c. Government and non-Government schools, commercially operated retirement homes and hostels are not eligible to apply for use of these buses.

## COSTS

The buses operate on a "user pays" system, the rate being set in Council's approved Fees and Charges each financial year. Payment is due two weeks before the hire date.

Groups are responsible for the cost of fuel, and must return the bus to Council with a full fuel tank after use.

Groups are solely responsible for all tolls during the hire period.

## APPLICATIONS

- a. Applications must be made on the forms available from the counter at the Civic Centre, St Marys office, Council's website, or by phoning Catherine Eslick on 4732 8604.
- b. Tentative telephone bookings must be confirmed within seven days.
- c. Applications made as a result of the quarterly advertisements placed in local newspapers will be considered by the Access Bus Coordinator after the advertised closing date.
- d. After quarterly allocations have been allotted, groups may apply for any vacant dates remaining which will be determined by the Access Bus Coordinator.
- f. Council will only consider applications that specify the destination, purpose and driver.

## DRIVERS AND THEIR RESPONSIBILITIES

- a. All drivers of Council Access Buses must hold a current NSW Light Rigid (LR) or higher licence, as required by law and to ensure the safety of passengers, and to minimise off road time and repair costs for the buses.
- b. The bus must not be driven by any person other than the driver(s) nominated on the Group's Application Form and approved by Council. If a change of driver is necessary, **approval must be obtained by phoning the Community Bus Coordinator on 4732 8604 before the bus is used.**
- c. Any traffic or parking infringement incurred while the bus is being hired is the sole responsibility of the driver.
- d. The buses are only to be used for the purpose stated on the Group's application form. The destination must not be changed without approval from Council.
- e. The driver/group co-ordinator should keep a roll of all passenger names, addresses and contact phone numbers in case of an emergency.

## COLLECTING AND RETURNING THE BUS

- a. You will need to show your group's letter of approval and proof of payment for the booking when signing for the keys.
- b. Bus keys are available for collection during office hours (9am – 4pm weekdays excluding public holidays) from the Civic Centre, High Street, Penrith.
- c. Buses are stored in a locked compound in Cox Avenue, Kingswood, directly behind Council's Works Depot.
- d. When collecting the bus, check that it is clean inside and out, has a full fuel tank and no obvious damage, as this is the way Council will expect you to return it.
- e. Buses must be returned promptly to the Depot by the time stated on the letter of approval. If a bus is returned later than the stated time and a replacement bus has to be hired for the next user group, the hire cost for the replacement bus will be passed on to the group responsible for not returning the bus on time.

- f. The bus must be returned with a full fuel tank.
- g. The bus must be cleaned inside and out before it is returned.
- h. After returning the bus, the keys and letter of approval with the completed log book section and Vehicle Safety Checklist must be returned to the Civic Centre during office hours. These need to be signed back in.

### **OTHER**

- a. Smoking, consumption of food, soft drinks and alcohol are strictly prohibited on Council buses.
- b. Passengers must only be allocated to fitted seat or wheelchair positions and seatbelts must be worn according to regulations. Additional passengers must not be carried.
- c. Buses are only to be used on sealed roads and must not be taken "off road". Buses can only be driven in snow if snow chains are fitted.
- d. All groups are responsible for arranging alternative transport for their passengers in the event of a breakdown or accident.
- e. Cancellations must be notified to Catherine Eslick on 4732 8604 prior to the date of hire. No refunds are possible for cancellations made on the day of hire. It is the responsibility of the group to arrange a wet-weather alternative if necessary.

### **BREAKDOWNS/ACCIDENTS/DAMAGE/INSURANCE**

- a. Drivers must notify Council of any breakdowns or accidents as soon as possible on 4732 8604.
- b. User groups are responsible for any damage to the bus during the booking period, and need to fill in Council's Motor Vehicle Accident form (found in the bus glove box) if any damage occurs. Accident and breakdown procedure is located on the reverse side of this form.
- c. Drivers are covered by Council's Voluntary Workers Insurance, passengers by Third Party and the bus by Council's vehicle insurer.