

Community Bus Charter Booking Information



The following 3 steps **MUST** to be followed when booking a Community Bus Charter.

1. Contact Council's Community Programs Officer on 8405 6702 prior to making any arrangements, to ensure that a bus is available.

(To avoid disappointment it is essential to plan well in advance)

2. Contact and secure a Volunteer Driver from the list provided and inform them of your charter requirements.

Please Note: The City of Port Adelaide Enfield only permit our Volunteer Drivers to drive Council buses. All of our drivers are volunteers and not paid professional drivers and as such we are fortunate to have so many willing Volunteer Drivers who offer their time and services for the community.

Please keep in mind that these volunteers may not always be available when you require a driver.

3. **"Confirmation of Booking"** form and **"Conditions of Use"** form must be completed, signed and returned at least **10 days** prior to the Charter date to secure the booking. **Failing to do so will result in your booking being cancelled with no further notice.**

Please Note: It is **compulsory** for all passengers to wear a seat belt whilst travelling on buses fitted with seat belts.

If you require any additional information or wish to make a booking, please contact Council's Community Programs Officer on telephone 8405 6702.

ECONOMY • COMMUNITY • ENVIRONMENT • PLACEMAKING • LEADERSHIP

Community Bus Charter Volunteer Drivers List



To secure the booking(s), the forms MUST be returned to Council at least 10 days before the outing. Failing to do so will result in your booking being cancelled with no further notice.

All arrangements for the bus Charter are to be made directly with the Volunteer Drivers from the list below.

Driver's Name	Driver's Availability	Driver's Contact
Mr Terry BROKATE	Weekdays and weekends - negotiable	0439 881 331
Mr Brian CHILMAN	Weekends	8260 4065 or 0414 375 168
Ms Helen ENGLISH	Weekends	7423 6252 or 0407 392 698
Mr Neville HARRIS	Weekdays and weekends - negotiable	0418 453 322
Mr John HOLLAND	Monday	8269 7327 or 0411 091 185
Mr Rob NICOLAI	Weekdays and weekends - negotiable	0412 318 553
Mr Terrence RYAN	Weekdays and weekends - negotiable	0488 989 894
Mr Peter SWANSON	Weekdays	8263 1876 or 0418 834 115
Mr Robert TAYLOR	Weekdays	8264 6580
Ms Dzidra VIRGIN	Weekdays and weekends - negotiable	8248 3563

ECONOMY • COMMUNITY • ENVIRONMENT • PLACEMAKING • LEADERSHIP

Community Bus Charter Cost & Bus Availability



Cost

The following costs which are GST inclusive apply to all organisations as of 1 September 2014.

To establish the final charge both options **(a)** hourly rate and **(b)** kilometre rate will be calculated separately and **only** the greater of these two calculations will be the final charge.

(a) Hourly rate	\$14.50
(b) Kilometre rate	\$1.50

*As an example, the hourly rate would be used if you travelled around Port Adelaide for a whole day but did not incur a lot of kilometres, whereas the kilometre rate would be used if you travelled an extended distance, for example to Victor Harbor, as the cost for the number of kilometres used would have exceeded the number of hours used.

Minimum Charges

A Minimum charge of \$45.00 applies to each Charter, which includes 30km or 3 hours. This is not charged in addition to the hourly or kilometre charge.

Please note: Charter costs are calculated from when the bus departs the Kilburn Depot to its return to the Depot.

Eligibility

The service is available for locally based not-for-profit organisations or community groups with otherwise limited access to affordable group transport services. All hirers must agree to the "**Conditions of Hire**".

A \$45.00 charge will be incurred if a booking is cancelled less than 48 hours before the charter.

Availability of Community Buses

Number of Buses Available during the day	Days Buses Available for Charter
2	Monday
2	After 5pm only on Tuesday, Wednesday, Thursday & Friday
2	Saturday & Sunday

ECONOMY • COMMUNITY • ENVIRONMENT • PLACEMAKING • LEADERSHIP

Community Bus Charter Service Information



Destination Restrictions

Charter destination must be within 100 kilometres of the Kilburn Depot, although no limit is set on total distance travelled (refer to attached map destination restrictions).

Booking Restrictions

To ensure fair distribution of community transport services to all eligible groups, any one group shall not be permitted to book a bus on a weekly basis during the day. Each group may only hire the bus once per month.

Booking Procedures

To book a Community Bus it is essential that you contact Council's Community Programs Officer on 8405 6702 prior to making any arrangements. Many community groups use the community buses so advance planning is **essential**.

Once the booking has been made, the attached "**Confirmation of Booking**" and "**Conditions of Hire**" forms must be completed, signed and returned as soon as you have booked your driver and provided them with your charter requirements.

To secure the booking(s), the forms MUST be returned to Council at least 10 days before the outing. Failing to do so will result in your booking being cancelled with no further notice.

Drivers

- Council requires that Charter groups use the services of our Volunteer Drivers.
- There is no cost for the services of the drivers as they are Council volunteers. We ask, therefore, that the Charter group involve the driver in the day's activities, including provision of a meal if the driver is required over a meal time (e.g. over lunch or dinner). Please do not offer the driver any monetary reward for their services as this is not appropriate.
- If unforeseen circumstances arise where a driver is no longer able to drive and no replacement driver is available, the Charter will be cancelled.

Emergency Situations

A mobile phone and a First Aid Kit are located on all the Community Buses and are to be used in the event of an Emergency.

ECONOMY • COMMUNITY • ENVIRONMENT • PLACEMAKING • LEADERSHIP

Community Bus Charter Confirmation of Booking



To secure the booking this form **MUST** be completed, signed and returned to Council at least 10 days prior to the Charter date. Failing to do so will result in your booking being cancelled with no further notice.

Details of Hirer

Name: _____ ABN No: _____
(Must be a person, registered organisation or Government body) (If applicable)

Address: _____

Postal Address
(for invoice) _____

Telephone Number/s
_____ (Business hours) _____ (After hours) _____ (Mobile)

Email: _____

Details of Registered Group

Name of registered Group or Organisation: _____

Who has access to your group? _____
(type of members/clients i.e. children, seniors etc.)

Is your group not for profit? Yes No

What is the primary aim of your group? _____

Who is eligible to join your group? _____

Please give brief details of how the Group will benefit from the Charter: _____

Details of Travel

Travel date/s: _____

Destination: _____ (Must not exceed 100km of Kilburn Depot)

Number of Passengers: _____ **Maximum 23 passengers**

Wheelchair/Hoist Access Yes No

Time required: Pick up _____ Arrive back _____

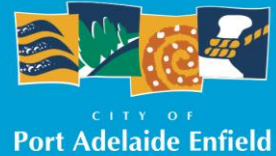
Drivers Name: _____

I have read and understood the conditions of use for charter of the bus(es) and agree to comply

Signature of Hirer: _____ Date: _____
(If hirer is not an individual then this must be signed by a person)

ECONOMY • COMMUNITY • ENVIRONMENT • PLACEMAKING • LEADERSHIP

Community Bus Charter Conditions of Hire



To secure the booking, this form MUST be completed, signed and returned to Council at least 10 days prior to charter date. Failing to do so will result in your booking being cancelled with no further notice.

I _____ (Name of Hirer)

Representing _____ (Name of Group)

hereby accept the following conditions for use of the City of Port Adelaide Enfield Community Bus(es) on the following date(s) _____

1. Damage caused by the Charter group or need for additional cleaning will be added to the cost of the Charter fee.
2. The number of passengers excluding the driver shall be no more than 23 passengers (or 21 passengers and 1 wheelchair passenger).
3. It is our policy that there is "**NO SMOKING**", "**EATING**" or "**DRINKING**" on the bus.
4. The destination must be within 100 kilometres of the Kilburn Depot (although no limit is set on the total distance travelled).
5. Passengers in the Charter group will behave in an appropriate manner (e.g. no body parts outside of the vehicle).
6. Passengers in the Charter group will wear seat belts at all times.
7. The signatory of this form must be over the age of 18 years and any children travelling on the bus **MUST** be supervised by someone over the age of 18 at all times. Safety of children while using the bus is the responsibility of the hirer. At no time will the Volunteer Driver supervise children. Should a responsible person over the age of 18, not be present at the first pickup, the Charter **WILL NOT** proceed. The responsible person **MUST** be present throughout the Charter journey at all times.
8. Only hand luggage placed under the seat or in a designated storage area is permitted to be carried in the Community Bus.
9. The Volunteer Driver will be invited to participate in the day's activities, including meals. Any cost incurred will be paid by the Charter group (e.g. lunch, entrance fee, parking fee).
10. Allocated Charter times and destinations for the bus will be adhered to unless discussed prior to the trip with the Community Programs Officer and the Volunteer Driver.
11. The signatory below declares that the group that will use the bus is a not-for-profit organisation or Community Group and is "*not principally established with a view to profit or commercial gain*".
12. The signatory below agrees that they are responsible for and will ensure payment to the City of Port Adelaide Enfield within 30 days of the account being administered and notes that legal action may be taken to recover amounts in arrears.
13. Cancellations made less than 48hrs before the Charter will result in a \$45.00 late cancellation fee.
14. A Duty Sheet is completed in order that the Charter organisation can be invoiced.
15. If unforeseen circumstances arise where a driver is no longer able to drive and no replacement driver is available, the Charter will be cancelled.

Signature of Hirer: _____ Date: _____

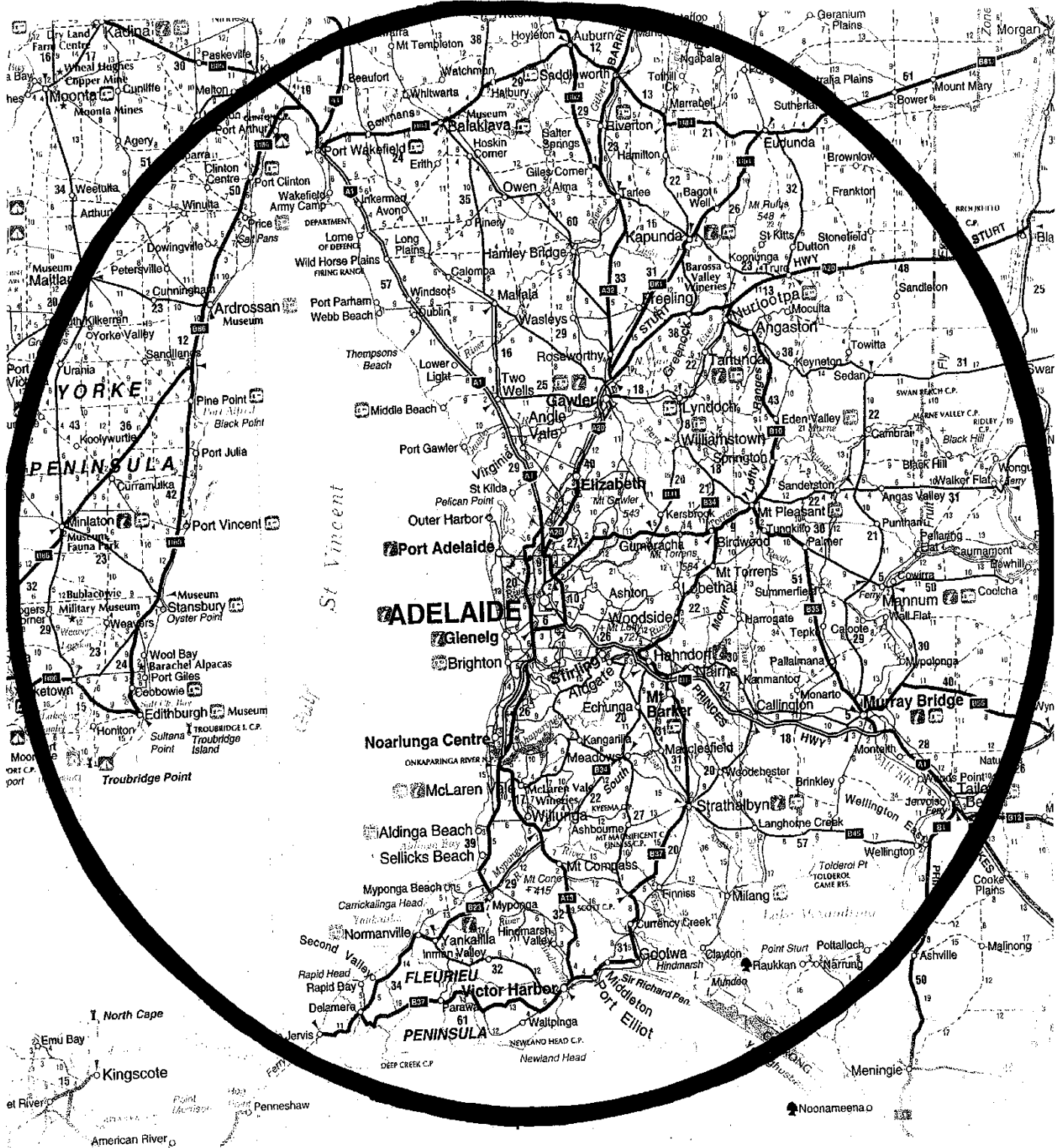
Name of Hirer: _____
(Print Name)

ECONOMY • COMMUNITY • ENVIRONMENT • PLACEMAKING • LEADERSHIP

Community Bus Charter 100 km Radius Destination Restriction



CITY OF
Port Adelaide Enfield



ECONOMY • COMMUNITY • ENVIRONMENT • PLACEMAKING • LEADERSHIP

City of Port Adelaide Enfield • T (08) 8405 6600 • E customer.service@cityofpae.sa.gov.au • www.cityofpae.sa.gov.au
Civic Centre 163 St Vincent Street Port Adelaide South Australia • PO Box 110 Port Adelaide SA 5015
Regional Offices Enfield Library - Council Office • Greenacres Library - Council Office